

December 2009

- 1 PAYDAY - Regular Salaried Employees
- 2 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **December 7, 2009**. Timesheets received after this deadline will be paid on **December 18, 2009**.
- 7 PAYDAY - Hourly and Workstudy Employees.
- 15 ELECTRONIC APPOINTMENT DOCUMENTS. All electronic appointment documents, regardless of action taken, which are received by Human Resources by 10:00 a.m. will be paid on **January 4, 2010**.

Electronic appointment documents received by Human Resources after 10:00 a.m. will be paid on **January 8, 2010**.

HUMAN RESOURCES PAPERWORK DEADLINE. **(i.e. I-9, W-4). New employees MUST complete all paperwork by 5:00 p.m. to be paid on **January 4, 2010**.
- 16 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **December 18, 2009**. Timesheets received after this deadline will be paid on **January 8, 2010**.
- 18 PAYDAY - Hourly and Workstudy Employees and salaried employees not paid on previous regular payrolls.

January 2010

- 5 TIMESHEET DEADLINE. All timesheets received by PAYROLL by 10:00 a.m. will be paid on **January 8, 2010**. Timesheets received after this deadline will be paid on **January 22, 2010**.