

November 2009

- 2 PAYDAY - Regular Salaried Employees
- 3 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **November 6, 2009**. Timesheets received after this deadline will be paid on **November 20, 2009**.
- 6 PAYDAY - Hourly and Workstudy Employees.
- 17 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 **December 1, 2009**.

Electronic appointment documents received by Human Resources after 10:00 a.m. will be paid on **December 7, 2009**.

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 **December 1, 2009**.
- 17 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **November 20, 2009**. Timesheets received after this deadline will be paid on **December 7, 2009**.
- 20 PAYDAY - Hourly and Workstudy Employees and salaried employees not paid on previous regular payrolls.

December 2009

- 2 TIMESHEET DEADLINE. All 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**.