

September 2009

1 PAYDAY - Regular Salaried Employees

TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **September 4, 2009**. Timesheets received after this date NEED TO BE SUBMITTED VIA PAPER DOCUMENT in order to pay on **September 22, 2009**.

4 PAYDAY - Hourly and Workstudy Employees.

16 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 **October 1, 2009**.

Electronic appointment documents received by Human Resources after 10:00 a.m. will be paid on **October 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 **October 1, 2009**.

17 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **September 22, 2009**. Timesheets received after this deadline will be paid on **October 7, 2009**.

22 PAYDAY - Hourly and Workstudy Employees and salaried employees not paid on previous regular payrolls.

October 2009

2 TIMESHEET DEADLINE. All timesheets received by PAYROLL by 10:00 a.m. will be paid on **October 7, 2009**. Timesheets received after this deadline will be paid on **October 22, 2009**.