













## 2009 BIWEEKLY PAYROLL SCHEDULE HOURLY EMPLOYEES

Pay #	Pay Period		Paper Time Sheets, Payroll Forms and Electronic Web Forms	Electronic Time Sheets must be Submitted to Supervisor	Electronic Time Sheets must be Approved by Supervisor	Payday
	Start Date	Ending Date	Due by 4:30 p.m. on	Due by 11:30 p.m. on	Due by 4:30 p.m. (noon if holidays)	
1	12/07/08	12/20/08	Thursday, 12/18/08 	Monday, 12/22/08	Tuesday, 12/23/08 * noon	01/02/09
2	12/21/08	01/03/09	Monday, 01/05/09	Monday, 01/05/09	Tuesday, 01/06/09	01/16/09
3	01/04/09	01/17/09	Friday, 01/16/09 	Monday, 01/19/09	Tuesday, 01/20/09 * noon	01/30/09
4	01/18/09	01/31/09	Monday, 02/02/09	Monday, 02/02/09	Tuesday, 02/03/09	02/13/09
5	02/01/09	02/14/09	Monday, 02/16/09	Monday, 02/16/09	Tuesday, 02/17/09	02/27/09
6	02/15/09	02/28/09	Monday, 03/02/09	Monday, 03/02/09	Tuesday, 03/03/09	03/13/09
7	03/01/09	03/14/09	Monday, 03/16/09	Monday, 03/16/09	Tuesday, 03/17/09	03/27/09
8	03/15/09	03/28/09	Friday, 03/27/09 	Monday, 03/30/09	Tuesday, 03/31/09 * noon	04/09/09 
9	03/29/09	04/11/09	Thursday, 04/09/09 	Monday, 04/13/09	Tuesday, 04/14/09 * noon	04/24/09
10	04/12/09	04/25/09	Monday, 04/27/09	Monday, 04/27/09	Tuesday, 04/28/09	05/08/09
11	04/26/09	05/09/09	Monday, 05/11/09	Monday, 05/11/09	Tuesday, 05/12/09	05/22/09
12	05/10/09	05/23/09	Friday, 05/22/09 	Monday, 05/25/09	Tuesday, 05/26/09 * noon	06/05/09
13	05/24/09	06/06/09	Monday, 06/08/09	Monday, 06/08/09	Tuesday, 06/09/09	06/19/09
14	06/07/09	06/20/09	Friday, 06/19/09 	Monday, 06/22/09	Tuesday, 06/23/09 * noon	07/02/09 
15	06/21/09	07/04/09	Monday, 07/06/09	Monday, 07/06/09	Tuesday, 07/07/09	07/17/09
16	07/05/09	07/18/09	Monday, 07/20/09	Monday, 07/20/09	Tuesday, 07/21/09	07/31/09
17	07/19/09	08/01/09	Monday, 08/03/09	Monday, 08/03/09	Tuesday, 08/04/09	08/14/09
18	08/02/09	08/15/09	Monday, 08/17/09	Monday, 08/17/09	Tuesday, 08/18/09	08/28/09
19	08/16/09	08/29/09	Monday, 08/31/09	Monday, 08/31/09	Tuesday, 09/01/09 * noon	09/11/09
20	08/30/09	09/12/09	Monday, 09/14/09	Monday, 09/14/09	Tuesday, 09/15/09	09/25/09
21	09/13/09	09/26/09	Monday, 09/28/09	Monday, 09/28/09	Tuesday, 09/29/09	10/09/09
22	09/27/09	10/10/09	Monday, 10/12/09	Monday, 10/12/09	Tuesday, 10/13/09	10/23/09
23	10/11/09	10/24/09	Monday, 10/26/09	Monday, 10/26/09	Tuesday, 10/27/09	11/06/09
24	10/25/09	11/07/09	Monday, 11/09/09	Monday, 11/09/09	Tuesday, 11/10/09	11/20/09
25	11/08/09	11/21/09	Friday, 11/20/09 	Monday, 11/23/09	Tuesday, 11/24/09 * noon	12/04/09
26	11/22/09	12/05/09	Monday, 12/07/09	Monday, 12/07/09	Tuesday, 12/08/09	12/18/09
27	12/06/09	12/19/09	Monday, 12/14/09 	Thursday, 12/17/09	Friday, 12/18/09 * noon	12/23/09 

 **Please Note:** Because of holiday scheduling, timeslips; miscellaneous pay requests; are due earlier than usual. Please mark your calendars in advance.

**Undergraduate Students Please Note: (Graduate & Law Students start & end earlier)**

2008/2009 Work Study contracts end on Friday, May 22, 2009.

Summer Contracts begin on Saturday, May 23, 2009, & end on Tuesday, September 8, 2009 (day after Labor Day).

2009/2010 Work Study contracts begin on Wednesday, September 9, 2009.

Students need to have completed contracts for all assignments before they begin working.

Separate contracts are required for Academic Year and Summer jobs.