








2010 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 | 12/20/09 | 01/02/10 | Monday, 01/04/10 | Monday, 01/04/10 | Tuesday, 01/05/10 | 01/15/10 |
| 2 | 01/03/10 | 01/16/10 | Friday, 01/15/10  | Monday, 01/18/10 | Tuesday, 01/19/10 * noon | 01/29/10 |
| 3 | 01/17/10 | 01/30/10 | Monday, 02/01/10 | Monday, 02/01/10 | Tuesday, 02/02/10 | 02/12/10 |
| 4 | 01/31/10 | 02/13/10 | Monday, 02/15/10 | Monday, 02/15/10 | Tuesday, 02/16/10 | 02/26/10 |
| 5 | 02/14/10 | 02/27/10 | Monday, 03/01/10 | Monday, 03/01/10 | Tuesday, 03/02/10 | 03/12/10 |
| 6 | 02/28/10 | 03/13/10 | Monday, 03/15/10 | Monday, 03/15/10 | Tuesday, 03/16/10 | 03/26/10 |
| 7 | 03/14/10 | 03/27/10 | Friday, 03/26/10  | Monday, 03/29/10 | Tuesday, 03/30/10 * noon | 04/09/10 |
| 8 | 03/28/10 | 04/10/10 | Monday, 04/12/10 | Monday, 04/12/10 | Tuesday, 04/13/10 | 04/23/10 |
| 9 | 04/11/10 | 04/24/10 | Monday, 04/26/10 | Monday, 04/26/10 | Tuesday, 04/27/10 | 05/07/10 |
| 10 | 04/25/10 | 05/08/10 | Monday, 05/10/10 | Monday, 05/10/10 | Tuesday, 05/11/10 | 05/21/10 |
| 11 | 05/09/10 | 05/22/10 | Monday, 05/24/10 | Monday, 05/24/10 | Tuesday, 05/25/10 * noon | 06/04/10 |
| 12 | 05/23/10 | 06/05/10 | Monday, 06/07/10 | Monday, 06/07/10 | Tuesday, 06/08/10 | 06/18/10 |
| 13 | 06/06/10 | 06/19/10 | Monday, 06/21/10 | Monday, 06/21/10 | Tuesday, 06/22/10 | 07/02/10 |
| 14 | 06/20/10 | 07/03/10 | Friday, 07/02/10  | Monday, 07/05/10 | Tuesday, 07/06/10 * noon | 07/16/10 |
| 15 | 07/04/10 | 07/17/10 | Monday, 07/19/10 | Monday, 07/19/10 | Tuesday, 07/20/10 | 07/30/10 |
| 16 | 07/18/10 | 07/31/10 | Monday, 08/02/10 | Monday, 08/02/10 | Tuesday, 08/03/10 | 08/13/10 |
| 17 | 08/01/10 | 08/14/10 | Monday, 08/16/10 | Monday, 08/16/10 | Tuesday, 08/17/10 | 08/27/10 |
| 18 | 08/15/10 | 08/28/10 | Monday, 08/30/10 | Monday, 08/30/10 | Tuesday, 08/31/10 * noon | 09/10/10 |
| 19 | 08/29/10 | 09/11/10 | Monday, 09/13/10 | Monday, 09/13/10 | Tuesday, 09/14/10 | 09/24/10 |
| 20 | 09/12/10 | 09/25/10 | Monday, 09/27/10 | Monday, 09/27/10 | Tuesday, 09/28/10 | 10/08/10 |
| 21 | 09/26/10 | 10/09/10 | Monday, 10/11/10 | Monday, 10/11/10 | Tuesday, 10/12/10 | 10/22/10 |
| 22 | 10/10/10 | 10/23/10 | Monday, 10/25/10 | Monday, 10/25/10 | Tuesday, 10/26/10 | 11/05/10 |
| 23 | 10/24/10 | 11/06/10 | Monday, 11/08/10 | Monday, 11/08/10 | Tuesday, 11/09/10 | 11/19/10 |
| 24 | 11/07/10 | 11/20/10 | Friday, 11/19/10  | Monday, 11/22/10 | Tuesday, 11/23/10 * noon | 12/03/10 |
| 25 | 11/21/10 | 12/04/10 | Monday, 12/06/10 | Monday, 12/06/10 | Tuesday, 12/07/10 | 12/17/10 |
| 26 | 12/05/10 | 12/18/10 | Wednesday, 12/15/10  | Monday, 12/20/10 | Tuesday, 12/21/10 * noon | 12/29/10  |

 **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)

2009/2010 Work Study contracts end on Friday, May 21, 2010.

Summer Contracts begin on Saturday, May 22, 2010, & end on Tuesday, September 2, 2010 (day after Labor Day).

2010/2011 Work Study contracts begin on Wednesday, September 3, 2010.

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

Separate contracts are required for Academic Year and Summer jobs.