

## Payroll Reminders

✓ Employees should complete their time by the deadline given them by their Time Approvers.

✓ Give your Time Approver adequate time to review time sheets and complete the Approval process.

✓ Payroll is DUE by NOON on TUESDAY after the close of the time sheet period. *Your time must be SUBMITTED and APPROVED by then.*

## Payroll Deadlines

Month (2009)	Payroll Date Beginning - Ending		Time Approval Deadline	Pay Date
March	02/08/09	02/21/09	<b>02/24/09</b>	03/06/09
	02/22/09	03/07/09	<b>03/10/09</b>	03/20/09
April	03/08/09	03/21/09	<b>03/24/09</b>	04/03/09
	03/22/09	04/04/09	<b>04/07/09</b>	04/17/09
May	04/05/09	04/18/09	<b>04/21/09</b>	05/01/09
	04/19/09	05/02/09	<b>05/05/09</b>	05/15/09
	05/03/09	05/16/09	<b>05/19/09</b>	05/29/09
June	05/17/09	05/30/09	<b>06/02/09</b>	06/12/09
	05/31/09	06/13/09	<b>06/16/09</b>	06/26/09
July	06/14/09	06/27/09	<b>06/30/09</b>	07/10/09
	06/28/09	07/11/09	<b>07/14/09</b>	07/24/09
August	07/12/09	07/25/09	<b>07/28/09</b>	08/07/09
	07/26/09	08/08/09	<b>08/11/09</b>	08/21/09
September	08/09/09	08/22/09	<b>08/25/09</b>	09/04/09
	08/23/09	09/05/09	<b>09/08/09</b>	09/18/09
October	09/06/09	09/19/09	<b>09/22/09</b>	10/02/09
	09/20/09	10/03/09	<b>10/06/09</b>	10/16/09
	10/04/09	10/17/09	<b>10/20/09</b>	10/30/09
November	10/18/09	10/31/09	<b>11/03/09</b>	11/13/09
	11/01/09	11/14/09	<b>11/17/09</b>	11/25/09
December	11/15/09	11/28/09	<b>12/01/09</b>	12/11/09
	11/29/09	12/12/09	<b>12/15/09</b>	12/23/09