

On Campus Student Employment 2009 – 2010 Pay Periods, Pay Deadlines, and Pay Dates

| PAY PERIOD BEGINS | PAY PERIOD ENDS | DEPTS SUBMIT TIME SHEETS TO PAYROLL BY 10 AM | PAY DATE |
|------------------------------|----------------------------|---|-----------------|
| 08/17/09 | 08/30/09 | 08/28/09 | 09/11/09 |
| 08/31/09 | 09/13/09 | 09/14/09 | 09/25/09 |
| 09/14/09 | 09/27/09 | 09/28/09 | 10/09/09 |
| 09/28/09 | 10/11/09 | 10/12/09 | 10/23/09 |
| 10/12/09 | 10/25/09 | 10/26/09 | 11/06/09 |
| 10/26/09 | 11/08/09 | 11/09/09 | 11/20/09 |
| 11/9/09 | 11/22/09 | 11/20/09 | 12/04/09 |
| 11/23/09 | 12/06/09 | 12/07/09 | 12/18/09 |
| 12/07/09 | 12/20/09 | 12/17/09 | 12/31/09 |
| 12/21/09 | 01/03/10 | 01/05/10 | 01/15/10 |
| 01/04/10 | 01/17/10 | 01/15/10 | 01/29/10 |
| 01/18/10 | 01/31/10 | 02/01/10 | 02/12/10 |
| 02/01/10 | 02/14/10 | 02/12/10 | 02/26/10 |
| 02/15/10 | 02/28/10 | 03/01/10 | 03/12/10 |
| 03/01/10 | 03/14/10 | 03/15/10 | 03/26/10 |
| 03/15/10 | 03/28/10 | 03/29/10 | 04/09/10 |
| 03/29/10 | 04/11/10 | 04/12/10 | 04/23/10 |
| 04/12/10 | 04/25/10 | 04/26/10 | 05/07/10 |
| 04/26/10 | 05/09/10 | 05/10/10 | 05/21/10 |
| 05/10/10 | 05/23/10 | 05/24/10 | 06/04/10 |
| 05/24/10 | 06/06/10 | 06/07/10 | 06/18/10 |
| 06/07/10 | 06/20/10 | 06/21/10 | 07/02/10 |
| 06/21/10 | 07/04/10 | 07/02/10 | 07/16/10 |
| 07/05/10 | 07/18/10 | 07/19/10 | 07/30/10 |
| 07/19/10 | 08/01/10 | 08/02/10 | 08/13/10 |
| 08/02/10 | 08/15/10 | 08/13/10 | 08/27/10 |

IMPORTANT INFORMATION:

Please print on timesheets: Last Name, First Name, Middle Initial, University ID Number

Fill in your time sheet each day you work. Your supervisor will review and approve your time reported at the end of each pay period and will forward time sheets to the Payroll Department according to the deadlines. If your time sheet is submitted late, your paycheck may be delayed until the next payday.

All questions concerning your paycheck should be referred to your supervisor who will contact the Payroll Department for clarification, if necessary.