

2009 PAYROLL SCHEDULE

***** FINAL *****

Updated 03/17/09 JML

ST = Student
 BW = Biweekly
 MO = Monthly

If Payroll enters the time card use this column...	If you enter the timecard use this column...
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HOLIDAYS	BANK HOLIDAYS	M U HOLIDAYS	Pay Period #	PAYROLL CODE	HOURLY PERIOD COVERED	AUTOGEN PERIOD COVERED	CHECK DATE	ALL S.A.s, TIMECARDS, TIME SHEETS TO PAYROLL BY 12:00 PM	ALL ORACLE TIMEKEEPING ENTRIES IN SYSTEM BY 12:00 PM
JULY			13	ST	6/4 - 6/17		07/01/09	06/22/09	n/a
INDEPENDENCE DAY	07/03/09	07/03/09	14	BW	6/14 - 6/27	6/21 - 7/4	07/08/09	06/26/09	06/29/09
			14	ST	6/18 - 7/1		07/15/09	07/06/09	n/a
			15	BW	6/28 - 7/11	7/5 - 7/18	07/22/09	07/13/09	07/14/09
			15	ST	7/2 - 7/15		07/29/09	07/20/09	n/a
			7	MO	7/1 - 7/31		07/31/09	07/20/09	n/a
AUGUST			16	BW	7/12 - 7/25	7/19 - 8/1	08/05/09	07/27/09	07/28/09
			16	ST	7/16 - 7/29		08/12/09	08/03/09	n/a
			17	BW	7/26 - 8/8	8/2 - 8/15	08/19/09	08/10/09	08/11/09
			17	ST	7/30 - 8/12		08/26/09	08/17/09	n/a
			8	MO	8/1 - 8/31		08/31/09	08/18/09	n/a
SEPTEMBER			18	BW	8/9 - 8/22	8/16 - 8/29	09/02/09	08/24/09	08/25/09
LABOR DAY	09/07/09	09/07/09	18	ST	8/13 - 8/26		09/09/09	08/28/09	n/a
			19	BW	8/23 - 9/5	8/30 - 9/12	09/16/09	09/04/09	09/08/09
			19	ST	8/27 - 9/9		09/23/09	09/14/09	n/a
			9	MO	9/1 - 9/30		09/30/09	09/17/09	n/a
			20	BW	9/6 - 9/19	9/13 - 9/26	09/30/09	09/21/09	09/22/09
OCTOBER			20	ST	9/10 - 9/23		10/07/09	09/28/09	n/a
COLUMBUS DAY	10/12/09		21	BW	9/20 - 10/3	9/27 - 10/10	10/14/09	10/02/09	10/05/09
			21	ST	9/24 - 10/7		10/21/09	10/12/09	n/a
			22	BW	10/4 - 10/17	10/11 - 10/24	10/28/09	10/19/09	10/20/09
			10	MO	10/1 - 10/31		10/30/09	10/20/09	n/a
NOVEMBER			22	ST	10/8 - 10/21		11/04/09	10/26/09	n/a
VETERANS DAY	11/11/09		23	BW	10/18 - 10/31	10/25 - 11/7	11/10/09	10/30/09	11/02/09
			23	ST	10/22 - 11/4		11/18/09	11/09/09	n/a
THANKSGIVING	11/26/09	11/26/09	24	BW	11/1 - 11/14	11/8 - 11/21	11/25/09	11/16/09	11/17/09
THANKSGIVING HOLIDAY		11/27/09	11	MO	11/1 - 11/30		11/30/09	11/16/09	n/a
DECEMBER			24	ST	11/5 - 11/18		12/02/09	11/20/09	n/a
CHRISTMAS EVE		12/24/09	25	BW	11/15 - 11/28	11/22 - 12/5	12/09/09	11/30/09	12/01/09
CHRISTMAS DAY	12/25/09	12/25/09	25	ST	11/19 - 12/2		12/16/09	12/07/09	n/a
			26	BW	11/29 - 12/12	12/6 - 12/19	12/23/09	12/14/09	12/15/09
			26	ST	12/3 - 12/16		12/30/09	12/18/09	n/a
			12	MO	12/1 - 12/31		12/31/09	12/15/09	n/a

Please note the early deadlines in several months due to holidays (highlighted in yellow).
 For BW Hourly time that gets entered by the payroll dept. it may be necessary to estimate hours worked.
 Adjustments can always be made on a subsequent payroll, similar to the Autogen adjustments.
 Please note the highlighted in blue. These payrolls are "no deduct" dates for benefits for either Hourly or Autogen as shown.