

Marquette University

Academic Year

Payroll Calendar

August 21, 2003 to May 13, 2004

The 2003-2004 Student Employment Program **begins August 21,2003**. No salary authorization should have an ending date that extends **past May 13, 2004!**

Dates included in Payroll Period (Thursday thru Wednesday)	Timesheets due at Payroll (By Noon)	Paycheck Issued (Wednesday)
August 21 – September 3	September 8	September 17
September 4 -- September17	September 22	October 1
September 18 – October 1	October 6	October 15
October 2 – October 15	October 20	October 29
October 16 – October 29	November 3	November 12
October 30 – November 12	November 17	November 26
November 13 – November 26	December 1	December 10
November 27 – December 10	December 15	December 23
December 11—December 24	December 29	January 7
December 25 – January 7	January 12	January 21
January 8 – January 21	January 26	February 4
January 22 – February 4	February 9	February 18
February 5 – February 18	February 23	March 3
February 19 – March 4	March 9	March 17
March 6 – March 18	March 23	March 31
March 19 – April 1	April 6	April 14
April 2 – April 15	April 20	April 28
April 16 – April 29	May 4	May 12
April 30 – May 13	May 18	May 26

Timesheets must reach PAYROLL DEPARTMENT by NOON according to the dates shown above:
 MARQUETTE PAYROLL DEPARTMENT East Hall, Rm 175, (for on-campus interoffice mail). **You must have processed a Salary Authorizations before submitting a timesheet.**