



2008

Timekeeper Payroll Schedule

Bi-Weekly Payroll (2R)
 Non-exempt, Temporary, On-Call, Students, Non-Credit

Monthly Payroll (5R)
 Faculty, Exempt Staff, G.A., T.A., R.A.

Pay Period	Time Report Deadline	Check Date
1 12/22/07 - 01/04/08	01/07/08	01/11/08
2 01/05/08 - 01/18/08	Note2 01/18/08	01/25/08
3 01/19/08 - 02/01/08	02/04/08	02/08/08
4 02/02/08 - 02/15/08	02/18/08	02/22/08
5 02/16/08 - 02/29/08	03/03/08	03/07/08
6 03/01/08 - 03/14/08	03/17/08	03/21/08
7 03/15/08 - 03/28/08	03/31/08	04/04/08
8 03/29/08 - 04/11/08	04/14/08	04/18/08
9 04/12/08 - 04/25/08	04/28/08	05/02/08
10 04/26/08 - 05/09/08	05/12/08	05/16/08
11 05/10/08 - 05/23/08	Note1 & 2 05/23/08	05/30/08
12 05/24/08 - 06/06/08	06/09/08	06/13/08
13 06/07/08 - 06/20/08	06/23/08	06/27/08
14 06/21/08 - 07/04/08	07/07/08	07/11/08
15 07/05/08 - 07/18/08	07/21/08	07/25/08
16 07/19/08 - 08/01/08	08/04/08	08/08/08
17 08/02/08 - 08/15/08	08/18/08	08/22/08
18 08/16/08 - 08/29/08	Note2 08/29/08	09/05/08
19 08/30/08 - 09/12/08	09/15/08	09/19/08
20 09/13/08 - 09/26/08	09/29/08	10/03/08
21 09/27/08 - 10/10/08	10/13/08	10/17/08
22 10/11/08 - 10/24/08	Note1 10/27/08	10/31/08
23 10/25/08 - 11/07/08	11/10/08	11/14/08
24 11/08/08 - 11/21/08	Note2 11/20/08	11/26/08
25 11/22/08 - 12/05/08	12/08/08	12/12/08
26 12/06/08 - 12/19/08	Note2 12/17/08	12/23/08

Pay Period	Check Date
1 Jan 01 - Jan 31	31-Jan-08
2 Feb 01 - Feb 29	29-Feb-08
3 Mar 01 - Mar 31	31-Mar-08
4 Apr 01 - Apr 30	30-Apr-08
5 May 01 - May 31	30-May-08
6 Jun 01 - Jun 30	30-Jun-08
7 Jul 01 - Jul 31	31-Jul-08
8 Aug 01 - Aug 31	29-Aug-08
9 Sep 01 - Sep 30	30-Sep-08
10 Oct 01 - Oct 31	31-Oct-08
11 Nov 01 - Nov 30	26-Nov-08
12 Dec 01 - Dec 31	23-Dec-08

Monthly employees are paid on the last working day of the month.

The Monthly Time Entry deadline is the 20th of each month unless it is a weekend or there is a holiday.

Please verify with the Payroll Office for the early deadlines in November and December.

The Biweekly Time Entry deadline is always 5:00 pm on Monday unless there is a holiday.

Note 1-When three biweekly paydays occur within the month, only mandatory deductions are withheld.

Note 2-Due to the holiday(s), time reports are due EARLY.