

## 2008 HUMAN RESOURCE/PAYROLL SCHEDULE

2008 Paydates	Pay #	<u>E-Sign Student Employment Forms</u> to Student Employment Office by 4:00 p.m.	<u>Personnel Action Forms &amp; E-Sign Student Employment Forms to Human Resources by 12:00 Noon</u>	<u>Electronic Student Employment Forms</u> to Human Resources by 5:00 p.m.	<u>WEB Time Entry</u> cutoff by Midnight of date below	<u>Electronic Approver's Deadline</u> by 12:00 Noon <u>Higher Level Duties Forms</u> to Human Resources by 12:00 Noon
Thurs - Jan 10	1	Thurs - Dec 20	Mon - Dec 24	Fri - Dec 28	Mon - Dec 31	Wed - Jan 2
Fri - Jan 25	2	Mon - Jan 7	Wed - Jan 9	Mon - Jan 14	Tues - Jan 15	Wed - Jan 16
Mon - Feb 11	3	Wed - Jan 23	Fri - Jan 25	Wed - Jan 30	Thurs - Jan 31	Fri - Feb 1
Mon - Feb 25 *	4	Wed - Feb 6	Fri - Feb 8	Wed - Feb 13	Thurs - Feb 14*	Fri - Feb 15 *
Mon - Mar 10	5	Thurs - Feb 21	Mon - Feb 25	Thurs - Feb 28	Fri - Feb 29	Mon - Mar 3
Tues - Mar 25	6	Fri - Mar 7	Tues - Mar 11	Fri - Mar 14	Sat - Mar 15	Mon - Mar 17
Thurs - Apr 10	7	Fri - Mar 21	Tues - Mar 25	Fri - Mar 28	Mon - Mar 31	Tues - Apr 1
Fri - Apr 25	8	Mon - Apr 7	Wed - Apr 9	Mon - Apr 14	Tues - Apr 15	Wed - Apr 16
Fri - May 9	9	Tues - Apr 22	Thurs - Apr 24	Tues - Apr 29	Wed - Apr 30	Thurs - May 1
Fri - May 23	10	Wed - May 7	Fri - May 9	Wed - May 14	Thurs - May 15	Fri - May 16
Tues - Jun 10	11	Thurs - May 22	Tues - May 27	Thurs - May 29	Sat - May 31	Mon - Jun 2
Wed - Jun 25	12	Fri - Jun 6	Tues - Jun 10	Thurs - Jun 12	Sun - Jun 15	Mon - Jun 16
Thurs - Jul 10 *	13	Fri - Jun 20	Tues - Jun 24	Thurs - Jun 26	Sun - Jun 29 *	Mon - Jun 30 *
Fri - Jul 25	14	Mon - Jul - 7	Wed - Jul 9	Mon - Jul 14	Tues - Jul 15	Wed - Jul 16
Mon - Aug 11	15	Wed - Jul 23	Fri - Jul 25	Wed - Jul 30	Thurs - Jul 31	Fri - Aug 1
Mon - Aug 25	16	Thurs - Aug 7	Mon - Aug 11	Thurs - Aug 14	Fri - Aug 15	Mon - Aug 18
Wed - Sept 10	17	Thurs - Aug 22	Tues - Aug 26	Thurs - Aug 28	Sun - Aug 31	Tues - Sep 2
Thurs - Sept 25	18	Fri - Sep 5	Tues - Sep 9	Fri - Sep 12	Mon - Sep 15	Tues - Sep 16
Fri - Oct 10	19	Mon - Sep 22	Wed - Sep 24	Mon - Sep 29	Tues - Sep 30	Wed - Oct 1
Fri - Oct 24	20	Tues - Oct 7	Thurs - Oct 9	Tues - Oct 14	Wed - Oct 15	Thurs- Oct 16
Mon - Nov 10	21	Thurs - Oct 23	Mon - Oct 27	Thurs - Oct 30	Fri - Oct 31	Mon - Nov 3
Tues - Nov 25	22	Thurs - Nov 6	Mon - Nov 10	Thurs - Nov 13	Sat - Nov 15	Mon - Nov 17
Wed - Dec 10	23	Wed - Nov 19	Fri - Nov 21	Tues - Nov 25	Sun - Nov 30	Mon - Dec 1
Wed - Dec 24	24	Fri - Dec 5	Tues - Dec 9	Thurs - Dec 11	Mon - Dec 15	Tues - Dec 16
Fri - Jan 9, 2009	1	Mon - Dec 22	Wed - Dec 24	Thurs - Dec 30	Wed - Dec 31	Fri - Jan 2

\* Early Deadline Payroll