

## 2009 HUMAN RESOURCE/PAYROLL SCHEDULE

2009 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</u> by 12:00 Noon	<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
Fri - Jan 9, 2009	1	Mon - Dec 22	Wed - Dec 24	Thurs - Dec 30	Wed - Dec 31	Fri - Jan 2
Mon - Jan 26	2	Wed - Jan 7	Fri - Jan 9	Wed - Jan 14	Thurs - Jan 15**	Fri - Jan 16
Tues - Feb 10	3	Thurs - Jan 22	Mon - Jan 26	Thurs - Jan 29	Sat - Jan 31	Mon - Feb 2
Wed - Feb 25	4	Thurs - Feb 5	Mon - Feb 9	Thurs - Feb 12	Sun - Feb 15	Tues - Feb 17
Tues - Mar 10	5	Thurs - Feb 19	Mon - Feb 23	Thurs - Feb 26	Sat - Feb 28	Mon - Mar 2
Wed - Mar 25	6	Thurs - Mar 5	Mon - Mar 9	Thurs - Mar 12	Sun - Mar 15	Mon - Mar 16
Fri - Apr 10	7	Mon - Mar 23	Wed - Mar 25	Mon - Mar 30	Tues - Mar 31	Wed - Apr 1
Fri - Apr 24	8	Tues - Apr 7	Thurs - Apr 9	Tues - Apr 14	Wed - Apr 15	Thurs - Apr 16
Mon - May 11	9	Wed - Apr 22	Fri - Apr 24	Wed - Apr 29	Thurs - Apr 30**	Fri - May 1
Fri - May 22 *	10	Wed - May 6	Fri - May 8	Wed - May 13	Thurs - May 14**	Fri - May 15
Wed - Jun 10	11	Wed - May 20	Fri - May 22	Thurs - May 28	Sun - May 31	Mon - Jun 1
Thurs - Jun 25	12	Thurs - Jun 4	Mon - Jun 8	Thurs - Jun 11	Mon - Jun 15	Tues - Jun 16
Fri - Jul 10 *	13	Fri - Jun 19	Tues - Jun 23	Fri - Jun 26	Mon - Jun 29	Tues - Jun 30
Fri - Jul 24	14	Tues - Jul - 7	Thurs - Jul 9	Tues - Jul 14	Wed - Jul 15	Thurs - Jul 16
Mon - Aug 10	15	Thurs - Jul 23	Mon - Jul 27	Thurs - Jul 30	Fri - Jul 31	Mon - Aug 3
Tues - Aug 25	16	Thurs - Aug 6	Mon - Aug 10	Thurs - Aug 13	Sat - Aug 15	Mon - Aug 17
Thurs - Sep 10	17	Fri - Aug 21	Tues - Aug 25	Fri - Aug 28	Mon - Aug 31	Tues - Sep 1
Fri - Sep 25	18	Mon - Sep 7	Wed - Sep 9	Mon - Sep 14	Tues - Sep 15	Wed - Sep 16
Fri - Oct 9	19	Tues - Sep 22	Thurs - Sep 24	Tues - Sep 29	Wed - Sep 30	Thurs - Oct 1
Mon - Oct 26	20	Wed - Oct 7	Fri - Oct 9	Wed - Oct 14	Thurs - Oct 15**	Fri - Oct 16
Tues - Nov 10	21	Thurs - Oct 22	Mon - Oct 26	Thurs - Oct 29	Sat - Oct 31	Mon - Nov 2
Wed - Nov 25	22	Thurs - Nov 5	Mon - Nov 9	Thurs - Nov 12	Sun - Nov 15	Mon - Nov 16
Thurs - Dec 10	23	Wed - Nov 18	Fri - Nov 20	Wed - Nov 25	Mon - Nov 30	Tues - Dec 1
Thurs - Dec 24	24	Mon - Dec 7	Wed - Dec 9	Mon - Dec 14	Tues - Dec 15	Wed - Dec 16
Mon - Jan 11	1	Tues - Dec 22	Thurs - Dec 24	Wed - Dec 30	Thurs - Dec 31**	Mon - Jan 4

\* Early Dates

\*\* Early Time (10 pm)

[www.wvu.edu/depts/hr/rel\\_html/payroll.html](http://www.wvu.edu/depts/hr/rel_html/payroll.html)