

Part-Time & Work-Study Time Sheet Schedule 2008/2009

****Please follow this schedule for Web Time Sheets as well. Web Time Sheets that are not submitted to Payroll (approved by supervisor) by the Due date will need to be submitted on a paper time sheet, which will be processed on the following payroll.****

Report Hrs Worked in Following Periods	Due to Payroll	Pay Date	Payroll #
June 8 – June 21	June 25	July 11, 2008	14
~ June 22 – June 30	July 9	July 25, 2008	15
~ July 1 - July 5	July 9	July 25, 2008	15
July 6 – July 19	July 23	August 8, 2008	16
July 20 – August 2	August 6	August 22, 2008	17
August 3 – August 16	August 20	September 5, 2008	18
August 17 – August 30	September 3	September 19, 2008	19
August 31 – September 13	September 17	October 3, 2008	20
September 14 – September 27	October 1	October 17, 2008	21
September 28 – October 11	October 15	October 31, 2008	22
October 12 – October 25	October 29	November 14, 2008	23
October 26 – November 8	November 12	November 28, 2008	24
*November 9 – November 22	November 25	December 12, 2008	25
*November 23 – December 6	December 9	December 26, 2008	26
*December 7 – December 20	December 22	January 9, 2009	1
December 21 – January 3	January 7	January 23, 2009	2
January 4 – January 17	January 21	February 6, 2009	3
January 18 – January 31	February 4	February 20, 2009	4
February 1 – February 14	February 18	March 6, 2009	5
*February 15 – February 28	March 3	March 20, 2009	6
March 1 – March 14	March 18	April 3, 2009	7
March 15 – March 28	April 1	April 17, 2009	8
March 29 – April 11	April 15	May 1, 2009	9
April 12 – April 25	April 29	May 15, 2009	10
April 26 – May 9	May 13	May 29, 2009	11
May 10 – May 23	May 27	June 12, 2009	12
May 24 – June 6	June 10	June 26, 2009	13
June 7 – June 20	June 24	July 10, 2009	14
June 21 – July 4	July 8	July 24, 2009	15

~ This split only applies to those who are submitting paper time sheets.

* Early Processing due to Holiday.

****It is imperative to submit time sheets by the Due Date. Any time sheets received after the Due Date will be processed on the next payroll, including Web Time Entry time sheets.****