

MONTHLY PAYROLL SCHEDULE

Listed below are the distribution and change submission dates for the Monthly Payroll for the **Fiscal Year 2009-2010**.

Changes must be submitted to the Payroll Office no later than the due date for inclusion in that particular pay period. If applicable, all Payroll and Personnel forms must be completed prior to the dates indicated.

Graduate Assistants will receive their first check in September for the Fall Semester. They will not receive checks in the months of August and May.

Adjuncts will receive their first check in September for the Fall Semester and in February for the Spring Semester

If you have any questions you may contact Ginger Davis at extension 5101.

MONTH	CHANGES DUE	PAYROLL DATE
JULY	07/10/2009	07/31/2009
AUGUST	08/10/2009	08/31/2009
SEPTEMBER	09/10/2009	09/30/2009
OCTOBER	10/09/2009	10/30/2009
NOVEMBER	11/10/2009	11/30/2009
DECEMBER	12/10/2009	12/23/2009
JANUARY	01/11/2010	01/29/2010
FEBRUARY	02/10/2010	02/26/2010
MARCH	03/10/2010	03/31/2010
APRIL	04/11/2010	04/30/2010
MAY	05/11/2010	05/31/2010
JUNE	06/10/2010	06/30/2010