

## **MONTHLY PAYROLL SCHEDULE**

Listed below are the distribution and change submission dates for the Monthly Payroll for the **Fiscal Year 2008-2009**.

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.

<b>MONTH</b>	<b>CHANGES DUE</b>	<b>PAYROLL DATE</b>
<b>JULY</b>	<b>07/10/2008</b>	<b>07/31/2008</b>
<b>AUGUST</b>	<b>08/11/2008</b>	<b>08/29/2008</b>
<b>SEPTEMBER</b>	<b>09/10/2008</b>	<b>09/30/2008</b>
<b>OCTOBER</b>	<b>10/10/2008</b>	<b>10/31/2008</b>
<b>NOVEMBER</b>	<b>11/10/2008</b>	<b>11/25/2008</b>
<b>DECEMBER</b>	<b>12/10/2008</b>	<b>12/23/2008</b>
<b>JANUARY</b>	<b>01/11/2009</b>	<b>01/30/2009</b>
<b>FEBRUARY</b>	<b>02/11/2009</b>	<b>02/27/2009</b>
<b>MARCH</b>	<b>03/10/2009</b>	<b>03/31/2009</b>
<b>APRIL</b>	<b>04/10/2009</b>	<b>04/30/2009</b>
<b>MAY</b>	<b>05/11/2009</b>	<b>05/29/2009</b>
<b>JUNE</b>	<b>06/10/2009</b>	<b>06/30/2009</b>