

PAYROLL CALENDAR for Fiscal Year 2010 (July 1, 2009 to June 30, 2010)

PLEASE NOTE: To ensure payment on the following distribution dates all appropriate paperwork must be received by the due dates shown below

PAY Type, #, see below	PAYROLL PERIODS	Paperwork due to HR	Time Entry dates for employees & originators	Approval Deadline 11:59 PM	Direct Deposit Distribution Dates DATES
SM14	July 1-15, 2009	07-Jul	**Jul 14-15	Jul-16	Wednesday, July 22, 2009
SM15	July 16-31, 2009	21-Jul	Jul 16- 31	Aug-03	Friday, August 07, 2009
SM16	Aug. 1-15, 2009	07-Aug	Aug 1- 15	Aug-17	Friday, August 21, 2009
SM17	Aug. 16-31, 2009	20-Aug	Aug 16- 31	Sep-01	Friday, September 04, 2009
SM18	Sept. 1-15, 2009	04-Sep	Sep 1- 15	Sep-16	Tuesday, September 22, 2009
SM19	Sept. 16-30, 2009	21-Sep	Sep 16- 30	Oct-01	Wednesday, October 07, 2009
SM20	Oct. 1-15, 2009	06-Oct	Oct 1- 15	Oct-16	Thursday, October 22, 2009
SM21	Oct. 16-31, 2009	20-Oct	Oct 16- 31	Nov-02	Friday, November 06, 2009
SM22	Nov. 1-15, 2009	06-Nov	Nov 1- 15	Nov-16	Friday, November 20, 2009
SM23	Nov. 16-30, 2009	20-Nov	Nov 16- 30	Dec-01	Monday, December 07, 2009
SM24	Dec. 1- 15, 2009	04-Dec	Dec 1- 15	Dec-16	Tuesday, December 22, 2009
SM 1	Dec. 16-31, 2009	18-Dec	Dec 16- 31	Jan-04	Thursday, January 07, 2010
SM 2	Jan. 1-15, 2010	08-Jan	Jan 1- 15	Jan-19	Friday, January 22, 2010
SM3	Jan. 16-31, 2010	21-Jan	Jan16- 31	Feb-01	Friday, February 05, 2010
SM4	Feb. 1-15, 2010	05-Feb	Feb 1- 15	Feb-16	Monday, February 22, 2010
SM5	Feb. 16-28, 2010	19-Feb	Feb 16- 28	Mar-01	Friday, March 05, 2010
SM6	March 1-15, 2010	05-Mar	Mar 1- 15	Mar-16	Monday, March 22, 2010
SM7	March 16-31, 2010	19-Mar	Mar 16- 31	Apr-01	Wednesday, April 07, 2010
SM8	April 1-15, 2010	06-Apr	Apr 1- 15	Apr-16	Thursday, April 22, 2010
SM9	April 16-30, 2010	21-Apr	Apr 16- 30	May-03	Friday, May 07, 2010
SM10	May 1-15, 2010	07-May	May 1- 15	May-17	Friday, May 21, 2010
SM11	May 16-31, 2010	21-May	May 16- 31	Jun-01	Monday, June 07, 2010
SM12	June 1-15, 2010	04-Jun	Jun 1- 15	Jun-16	Tuesday, June 22, 2010
SM13	June 16-30, 2010	22-Jun	Jun 16- 30	Jul-01	Wednesday, July 07, 2010

▪ If you need to enter time that was missed on an previous payroll- please enter the total hours on a Saturday and add notes in the comments section.

* Coordinator pay is Paid on SM23 (12/7/09) & SM8 (4/22/10) payrolls

♦ Faculty Adjusted Load- no longer paid separately

* * Please note: Time entry for SM14 will not be opened until July 14, 2009 to allow time for year end processes.