

**Human Resources/Payroll Deadlines
Calendar Year 2009**

2009 Calendar Pay Event	Pay Period Dates From - Through		HR Action Forms & Required Documents due in HR by 5PM on dates below	Web Time Entry & Departmental Time Entry Approvals Due by 10 AM	Pay Check Date
1	12/14/08	12/27/08	12/15/08	12/17/08	01/02/09 **
2	12/28/08	01/10/09	01/08/09	01/12/09	01/16/09
3	01/11/09	01/24/09	01/22/09	01/26/09	01/30/09
4	01/25/09	02/07/09	02/05/09	02/09/09	02/13/09
5	02/08/09	02/21/09	02/19/09	02/23/09	02/27/09
6	02/22/09	03/07/09	03/05/09	03/09/09	03/13/09
7	03/08/09	03/21/09	03/19/09	03/23/09	03/27/09
8	03/22/09	04/04/09	04/02/09	04/06/09	04/10/09
9	04/05/09	04/18/09	04/16/09	04/20/09	04/24/09
10	04/19/09	05/02/09	04/30/09	05/04/09	05/08/09
11	05/03/09	05/16/09	05/14/09	05/18/09	05/22/09
12	05/17/09	05/30/09	05/28/09	06/01/09	06/05/09
13	05/31/09	06/13/09	06/11/09	06/15/09	06/19/09
14	06/14/09	06/27/09	06/24/09	06/26/09	07/02/09*
15	06/28/09	07/11/09	07/09/09	07/13/09	07/17/09
16	07/12/09	07/25/09	07/23/09	07/27/09	07/31/09
17	07/26/09	08/08/09	08/06/09	08/10/09	08/14/09
18	08/09/09	08/22/09	08/20/09	08/24/09	08/28/09
19	08/23/09	09/05/09	09/02/09	09/04/09	09/11/09
20	09/06/09	09/19/09	09/17/09	09/21/09	09/25/09
21	09/20/09	10/03/09	10/01/09	10/05/09	10/09/09
22	10/04/09	10/17/09	10/15/09	10/19/09	10/23/09
23	10/18/09	10/31/09	10/29/09	11/02/09	11/06/09
24	11/01/09	11/14/09	11/12/09	11/16/09	11/20/09
25	11/15/09	11/28/09	11/23/09	11/30/09	12/04/09
26	11/29/09	12/12/09	12/03/09	12/07/09	12/18/09
27	12/13/09	12/26/09	12/15/09	12/17/09	12/31/09 **
1	12/27/09	01/09/10	01/07/10	01/11/10	01/15/10

* Adjusted due to holiday.

** Checks will be mailed.

To be considered "on time," documents must be complete, including attachments, and required signatures.
 Authorization to hire international employees, including faculty and students, must be approved by
 the Office of International Student and Scholar Services BEFORE the employee begins to work.
 Actions involving grant funded employees must be approved by the Office of Sponsored Programs.