

## 2009 Payroll Deadlines

| PAY PERIOD DATES |          | PP | NEW HIRE/<br>CHANGE<br>FORM/SIGN-ON<br>SUBMISSION<br>DEADLINE by<br>5:00pm | EMPLOYEE<br>TIME/LEAVE<br>ENTRY<br>DEADLINE BY<br>5:00PM | TIME<br>APPROVER<br>SIGN-OFF<br>DEADLINE BY<br>2:00PM | PAY DAY    |
|------------------|----------|----|--|--|---|------------|
| 01/09/09         | 01/22/09 | 15 | 01/15/09   | 01/22/09   | 01/23/09  | 01/30/09   |
| 01/23/09         | 02/05/09 | 16 | 01/29/09   | 02/05/09   | 02/06/09  | 02/13/09   |
| 02/06/09         | 02/19/09 | 17 | 02/12/09   | 02/19/09   | 02/20/09  | 02/27/09   |
| 02/20/09         | 03/05/09 | 18 | 02/26/09   | 03/05/09   | 03/06/09  | 03/13/09   |
| 03/06/09         | 03/19/09 | 19 | 03/12/09   | 03/19/09   | 03/20/09  | 03/27/09   |
| 03/20/09         | 04/02/09 | 20 | 03/26/09   | 04/02/09   | 04/03/09  | 04/10/09   |
| 04/03/09         | 04/16/09 | 21 | 04/09/09   | 04/16/09   | 04/17/09  | 04/24/09   |
| 04/17/09         | 04/30/09 | 22 | 04/23/09   | 04/30/09   | 05/01/09  | 05/08/09   |
| 05/01/09         | 05/14/09 | 23 | 05/07/09   | 05/14/09   | 05/15/09  | 05/22/09   |
| 05/15/09         | 05/28/09 | 24 | 05/21/09   | 05/28/09   | 05/29/09  | 06/05/09   |
| 05/29/09         | 06/11/09 | 25 | 06/04/09   | 06/11/09   | 06/12/09  | 06/19/09   |
| 06/12/09         | 06/25/09 | 26 | 06/17/09*  | 06/24/09*  | 06/25/09*   | 07/02/09*  |
| 06/26/09         | 07/09/09 | 1  | 07/01/09   | 07/08/09   | 07/09/09  | 07/17/09‡  |
| 07/10/09         | 07/23/09 | 2  | 07/15/09   | 07/22/09   | 07/23/09  | 07/31/09‡  |
| 07/24/09         | 08/06/09 | 3  | 07/30/09   | 08/06/09   | 08/07/09  | 08/14/09   |
| 08/07/09         | 08/20/09 | 4  | 08/13/09   | 08/20/09   | 08/21/09  | 08/28/09   |
| 08/21/09         | 09/03/09 | 5  | 08/26/09^  | 09/02/09^  | 09/03/09^   | 09/11/09   |
| 09/04/09         | 09/17/09 | 6  | 09/10/09   | 09/17/09   | 09/18/09  | 09/25/09   |
| 09/18/09         | 10/01/09 | 7  | 09/24/09   | 10/01/09   | 10/02/09  | 10/09/09   |
| 10/02/09         | 10/15/09 | 8  | 10/08/09   | 10/15/09   | 10/16/09  | 10/23/09   |
| 10/16/09         | 10/29/09 | 9  | 10/22/09   | 10/29/09   | 10/30/09  | 11/06/09   |
| 10/30/09         | 11/12/09 | 10 | 11/05/09   | 11/12/09   | 11/13/09  | 11/20/09   |
| 11/13/09         | 11/26/09 | 11 | 11/17/09**   | 11/24/09**   | 11/25/09**  | 12/04/09   |
| 11/27/09         | 12/10/09 | 12 | 12/03/09   | 12/10/09   | 12/11/09  | 12/18/09   |
| 12/11/09         | 12/24/09 | 13 | 12/11/09 Δ   | 12/17/09 Δ   | 12/18/09 Δ  | 12/31/09 Δ |
| 12/25/09         | 01/07/10 | 14 | 12/23/09   | 01/07/10   | 01/08/10  | 01/15/10   |

\* Deadlines and Pay Day revised due to July 4th Holiday.

^ Deadlines revised due to Labor Day Holiday.

\*\* Deadlines revised due to Thanksgiving Holiday.

Δ Deadlines and Pay Day revised due to Christmas and New Year's Day Holiday.

‡ Physical Paychecks will be distributed after 2:00 pm on Thursday.

Deadlines revised to accommodate 4/10 Summer Schedule.