

BIWEEKLY PAYROLL SCHEDULE 2007-2008

PAYROLL ID	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	GRAD APPTS DUE#	FLAT RATE REQUEST FORM DUE IN HR	TEMPORARY TIMESHEETS DUE IN HR SYSTEM ##	PAYROLL LOCKOUT - TIME RECORDS TAKEN BY PAYROLL	PAYDAY	MANUAL CHECK CUTOFF NOON	MANUAL CHECK PAYDAY	HOLIDAYS
20082R01	Jun 16	Jun 29	Jun 18	Jun 15	Jul 05	Jul 05	Jul 13	Jul 17	Jul 20	
20082R02	Jun 30	Jul 13	Jul 02	Jun 29	Jul 17 @ noon	Jul 18 @ noon	Jul 27	Jul 31	Aug 03	Independence Day Wed, Jul 04
20082R03	Jul 14	Jul 27	Jul 16	Jul 13	Aug 02	Aug 03	Aug 10	Aug 14	Aug 17	
20082R04	Jul 28	Aug 10	Jul 30	Jul 27	Aug 16	Aug 17	Aug 24	Aug 28	Aug 31	
20082R05	Aug 11	Aug 24	Aug 13	Aug 10	Aug 29	Aug 30	Sep 07	Sep 11	Sep 14	
20082R06	Aug 25	Sep 07	Aug 27	Aug 24	Sep 13	Sep 14	Sep 21	Sep 25	Sep 28	Labor Day Mon, Sep 3
20082R07	Sep 08	Sep 21	Sep 10	Sep 07	Sep 27	Sep 28	Oct 05	Oct 09	Oct 12	
20082R08	Sep 22	Oct 05	Sep 24	Sep 21	Oct 11	Oct 12	Oct 19	Oct 23	Oct 26	
20082R09	Oct 06	Oct 19	Oct 08	Oct 05	Oct 25	Oct 26	Nov 02	Nov 06	Nov 09	
20082R10	Oct 20	Nov 02	Oct 22	Oct 19	Nov 08	Nov 09	Nov 16	Pay on 2R11 *	Nov 30	
20082R11	Nov 03	Nov 16	Nov 05	Nov 02	Nov 20	Nov 21	Nov 30*	Dec 04	Dec 07	
20082R12	Nov 17	Nov 30	Nov 19	Nov 16	Dec 06	Dec 07	Dec 14	Pay on 2R13 *	Dec 21	Thanksgiving Nov 22-23
20082R13	Dec 01	Dec 14	Dec 03	Nov 30	Dec 17 @ noon	Dec 17 @ noon	Dec 21 *	Jan 02	Jan 04	
20082R14	Dec 15	Dec 28	Dec 17	Dec 14	Jan 03	Jan 04	Jan 11	Jan 15	Jan 18	Winter Break
20082R15	Dec 29	Jan 11	Jan 02	Dec 21	Jan 16	Jan 17	Jan 25	Jan 29	Feb 01	Dec 24 - Jan 1
20082R16	Jan 12	Jan 25	Jan 14	Jan 16	Jan 31	Feb 01	Feb 08	Feb 12	Feb 15	ML King, Jr. Mon, Jan 21
20082R17	Jan 26	Feb 08	Jan 28	Jan 25	Feb 14	Feb 15	Feb 22	Feb 26	Feb 29	
20082R18	Feb 09	Feb 22	Feb 11	Feb 08	Feb 28	Feb 29	Mar 07	Mar 11	Mar 14	
20082R19	Feb 23	Mar 07	Feb 25	Feb 22	Mar 13	Mar 14	Mar 21	Mar 25	Mar 28	
20082R20	Mar 08	Mar 21	Mar 10	Mar 07	Mar 27	Mar 28	Apr 04	Apr 08	Apr 11	
20082R21	Mar 22	Apr 04	Mar 24	Mar 22	Apr 10	Apr 11	Apr 18	Apr 22	Apr 25	
20082R22	Apr 05	Apr 18	Apr 07	Apr 04	Apr 24	Apr 25	May 02	May 06	May 09	
20082R23	Apr 19	May 02	Apr 21	Apr 18	May 08	May 09	May 16	May 20	May 23	
20082R24	May 03	May 16	May 05	May 02	May 21	May 22	May 30	Jun 03	Jun 06	
20082R25	May 17	May 30	May 19	May 16	Jun 05	Jun 06	Jun 13	Jun 17	Jun 20	Memorial Day Mon, May 26
20082R26	May 31	Jun 13	Jun 02	May 30	Jun 19	Jun 20	Jun 27	Jul 01	Jul 03	

To insure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

Departments set an earlier internal deadline by which employees must turn in timesheets

*Deviations due to holidays