



To: All Departments
From: Shaw Shang, Director of Payroll
Date: August 5, 2009
Subject: FY10 Payroll Dates

<u>Student/Hourly Pay dates</u>	<u>Faculty/Staff Pay dates</u>
09/15/09	10/01/09
10/15/09	11/2/09
11/16/09	12/1/09
12/15/09	1/4/10
1/15/10	2/1/10
2/16/10	3/1/10
3/15/10	4/1/10
4/15/10	5/3/10
5/17/10	6/1/10
6/15/10	7/1/10
7/15/10	8/2/10
8/16/10	9/1/10

F3.2 due in Budget Office—

On/before 20th of the month

F3.2 due in Budget Office –

On/before 15th of the month_

Time sheets are due back to payroll office

On/before 5th of the month either by email or actual paper form.

No time sheet will be processed without a valid job assignment in the HR/PR system.

For December 2009 only:

Student/Hourly payroll

Student F3.2 due to Budget office-December 15, 2009 (not 12/20/09)

Time sheets due back to Payroll Office-January 6, 2010

Faculty/Staff payroll

F3.2 due to Budget Office-December 8, 2009 (not 12/15/09)