

## Biweekly Employee Pay Periods and Deadlines

Pay Period Start (Sat)	Pay Period End (Fri)	Timecard Deadline by 5:00pm	Pay Day	
12/8/2007	12/21/2007	12/20/07 by 12:00pm	1/4/2008	Please note adjusted deadline
12/22/2007	1/4/2008	1/7/2008	1/18/2008	
1/5/2008	1/18/2008	1/21/2008	2/1/2008	
1/19/2008	2/1/2008	2/4/2008	2/15/2008	
2/2/2008	2/15/2008	2/18/2008	2/29/2008	
2/16/2008	2/29/2008	3/3/2008	3/14/2008	
3/1/2008	3/14/2008	3/17/2008	3/28/2008	
3/15/2008	3/28/2008	3/31/2008	4/11/2008	
3/29/2008	4/11/2008	4/14/2008	4/25/2008	
4/12/2008	4/25/2008	4/28/2008	5/9/2008	
4/26/2008	5/9/2008	5/12/2008	5/23/2008	
5/10/2008	5/23/2008	5/27/2008	6/6/2008	Please note adjusted deadline
5/24/2008	6/6/2008	6/9/2008	Tuesday 7/1/2008	Please note adjusted <u>pay date</u>
6/7/2008	6/20/2008	6/23/2008	Thursday 7/3/2008	Please note adjusted <u>pay date</u>
6/21/2008	7/4/2008	7/7/2008	7/18/2008	
7/5/2008	7/18/2008	7/21/2008	8/1/2008	
7/19/2008	8/1/2008	8/4/2008	8/15/2008	
8/2/2008	8/15/2008	8/18/2008	8/29/2008	
8/16/2008	8/29/2008	9/2/2008	9/12/2008	Please note adjusted deadline
8/30/2008	9/12/2008	9/15/2008	9/26/2008	
9/13/2008	9/26/2008	9/29/2008	10/10/2008	
9/27/2008	10/10/2008	10/13/2008	10/24/2008	
10/11/2008	10/24/2008	10/27/2008	11/7/2008	
10/25/2008	11/7/2008	11/10/2008	11/21/2008	
11/8/2008	11/21/2008	11/24/2008	12/5/2008	
11/22/2008	12/05/08	12/8/2008	12/19/2008	
12/6/2008	12/19/2008	12/22/2008	1/2/2009	

### Timecard reminders:

- 1 Timecards are due to payroll by 5:00pm on the timecard deadline
- 2 Timecards that are not received by the deadline may not be paid on time!
- 3 Timecards should have both weekly totals and a grand total for the pay period
- 4 Time should be rounded to the nearest quarter hour
- 5 Timecards should be placed in the Payroll Office mailbox in the copy room by Human Resources
- 6 Timecards need to be signed by employee's supervisor
  - If the supervisor is not available to sign, have back up signature or contact the Payroll Office