



TO : Faculty, Staff & Student Employees  
 FROM : Payroll Office  
 DATE : March, 2009  
 RE : Pay Schedule for Fiscal Year 2009-10

PAY THROUGH:

TIME CARDS DUE:

PAYDAY:

**SUMMER '09**

July 4, 2009  
 July 18  
 August 1  
 August 15

July 6, 2009  
 July 20  
 August 3  
 August 17

July 10, 2009  
 July 24  
 August 7  
 August 21

**FALL '09**

August 29, 2009  
 September 12  
 September 26  
 October 10  
 October 24  
 November 7  
 November 21  
 December 5  
 December 19  
 January 2, 2010

August 31, 2009  
 September 14  
 September 28  
 October 12  
 October 26  
 November 9  
 November 20 \*\*  
 December 7  
 December 16 \*\*  
 January 4, 2010

September 4, 2009  
 September 18  
 October 2  
 October 16  
 October 30  
 November 13  
 November 27  
 December 11  
 December 24, 2009 ☆  
 January 8, 2010

**WINTER '10**

January 16, 2010  
 January 30  
 February 13  
 February 27  
 March 13  
 March 27  
 April 10  
 April 24  
 May 8

January 18, 2010  
 February 1  
 February 15  
 March 1  
 March 15  
 March 29  
 April 12  
 April 26  
 May 10

January 22, 2010  
 February 5  
 February 19  
 March 5  
 March 19  
 April 2  
 April 16  
 April 30  
 May 14

**SPRING '10**

May 22, 2010  
 June 5  
 June 19

May 24, 2010  
 June 7  
 June 21

May 28, 2010  
 June 11  
 June 25

\*\* Denotes Special Time Card Due Dates as a Result of Holidays.

☆ Distribution Date to be Determined

**Note: Online payroll advices will be available on Cardinal Direct by the payday. Checks will be available for pick up in the Cashier's Office (166 Wickes Hall) on the payday. Checks not picked up by 2:00 p.m. will be mailed. Only the employee may pick up their check.**

If you are an hourly employee, please fill out time cards completely and see that your supervisor receives them every two weeks as per the schedule so that they can be approved and forwarded to the drop box locations by **10:00 A.M. ON MONDAY PRIOR TO PAYDAY. (Please note exceptions as a result of holidays identified by \*\* on the reverse side of this form.) All other payroll information, such as supplemental pay authorizations, new employee information, etc., must be submitted to Human Resources W373 no later than noon on the Thursday immediately preceding the payroll week.**

For your convenience drop boxes for time cards are located in the areas listed below. Please use them. The Payroll Office picks up the cards from these boxes at 10:00 a.m. on the time card due date.

BROWN HALL	Faculty Secretaries, First Floor
RYDER CENTER FOR HEALTH AND PHYSICAL EDUCATION	Controller's Office, South Campus Building A
REGIONAL EDUCATION CENTER	Controller's Office, South Campus Building A
DOW DOAN SCIENCE WEST	Faculty Secretaries, First Floor
WICKES HALL	Cashier's Office, First Floor IT Services, Second Floor
ZAHNOW LIBRARY	Desk of the Administrative Secretary
CURTISS HALL	Housing Office, 114 Curtiss
CURTISS HALL	Desk of the Secretary of Campus Dining

Time cards received in the **Payroll** office after **10:00 a.m. on Monday** are **NOT** guaranteed payment on the following Friday.

SPECIAL NOTE FOR STUDENT EMPLOYEES Using Time Cards:

Please make the necessary arrangements to ensure that your supervisor's signature is obtained and the time card is submitted according to the above schedule. Time cards submitted without the supervisor's signature will not be processed. Also, please make sure that you sign your timecard. Payroll checks for time cards submitted without the student employee's signature will be held until the card is signed.

SPECIAL NOTE TO HOURLY EMPLOYEES & THEIR SUPERVISORS:

The above instructions regarding time cards apply to hourly employees not using the Automated Time Reporting System. **For employees on the automated time reporting, all hour information MUST be entered and confirmed by the same Monday 10:00 a.m. deadline.**