

Bi-Weekly Employee (Non-Student) Payroll Schedule

Fiscal Year 2009-10

(Please see separate Student Payroll Schedule for time entry and approver deadlines)

Pay Date	Pay ID	Pay Period	WTE Cut Off Time Sheet/Voucher		WTE Approver Cut Off		Accounts Receivable Deduction *
Calendar Year 2009							
Jul 10	BW 14	Jun 21-Jul 4	July 6	12:00 pm	July 6	3:00 pm	Through June 14
Jul 24	BW 15	Jul 5-18	July 20	12:00 pm	July 20	3:00 pm	Through June 30
Aug 7	BW 16	Jul 19-Aug 1	August 3	12:00 pm	August 3	3:00 pm	Through July 14
Aug 21	BW 17	Aug 2-15	August 17	12:00 pm	August 17	3:00 pm	Through July 31
Sep 4	BW 18	Aug 16-29	August 31	12:00 pm	August 31	3:00 pm	Through August 14
Sep 18	BW 19	Aug 30-Sep-12	September 14	12:00 pm	September 14	3:00 pm	Through August 31
Oct 2	BW 20	Sep 13-26	September 28	12:00 pm	September 30	3:00 pm	Through September 14
Oct 16	BW 21	Sep 27-Oct 10	October 12	12:00 pm	October 12	3:00 pm	Through September 30
Oct 30	BW 22	Oct 11-24	October 26	12:00 pm	October 26	3:00 pm	No Deduction
Nov 13	BW 23	Oct 25-Nov 7	November 9	12:00 pm	November 9	3:00 pm	Through October 14
Nov 27	BW 24	Nov 8-21	November 23**	12:00 pm	November 23**	3:00 pm	Through October 31
Dec 11	BW 25	Nov 22-Dec 5	December 7	12:00 pm	December 7	3:00 pm	Through November 14
Dec 24	BW 26	Dec 6-19	December 21	12:00 pm	December 21	3:00 pm	Through November 30
Calendar Year 2010							
Jan 8	BW 1	Dec 20-Jan 2	January 4	12:00 pm	January 4	3:00 pm	Through December 14
Jan 22	BW 2	Jan 3-16	January 19**	12:00 pm	January 19	3:00 pm	Through December 31

* A/R adjustments from prior dates may also be deducted.

** Please note the change in date and/or time due to the holiday.

Pay Date	Pay ID	Pay Period	WTE Cut Off Time Sheet/Voucher		WTE Approver Cut Off		Accounts Receivable Deduction *
Feb 5	BW 3	Jan 17-30	February 1	12:00 pm	February 1	3:00 pm	Through January 14
Feb 19	BW 4	Jan 31-Feb-13	February 15	12:00 pm	February 15	3:00 pm	Through January 31
Mar 5	BW 5	Feb 14-27	March 1	12:00 pm	March 1	3:00 pm	Through February 14
Mar 19	BW 6	Feb 28-Mar 13	March 15	12:00 pm	March 15	3:00 pm	Through February 28
Apr 2	BW 7	Mar 14-27	March 29	12:00 pm	March 29	3:00 pm	Through March 14
Apr 16	BW 8	Mar 28-Apr 10	April 12	12:00 pm	April 12	3:00 pm	Through March 31
April 30	BW 9	Apr 11-Apr 24	April 26	12:00 pm	April 26	3:00 pm	No Deduction
May 14	BW 10	Apr 25-May 8	May 10	12:00 pm	May 10	3:00 pm	Through April 14
May 28	BW 11	May 9-22	May 24	12:00 pm	May 24	3:00 pm	Through April 30
Jun 11	BW 12	May 23-Jun 5	June 7	12:00 pm	June 7	3:00 pm	Through May14
Jun 25	BW 13	Jun 6-19	June 21	12:00 pm	June 21	3:00 pm	Through May 31

* A/R adjustments from prior dates may also be deducted.

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