

Please note that this payroll will be processed on the new Banner HR system.  
**Timesheet cut off dates must be strictly adhered to in order to be paid.**

**2010 BI-WEEKLY PAY PERIOD SCHEDULE  
AUXILIARIES AND STUDENT ASSISTANTS ONLY**

Pay Periods	Pay Period Dates	Timesheets must be received in Payroll by 11AM	Friday Payday
01	December 27 - January 09	<b>January 08</b>	January 15, 2010
02	January 10 - January 23	<b>JANUARY 22</b>	January 29
03	January 24 - February 06	<b>FEBRUARY 05</b>	February 12
04	February 07 - February 20	<b>FEBRUARY 19</b>	February 26
05	February 21 - March 06	<b>MARCH 05</b>	March 12
06	March 07 - March 20	<b>MARCH 19</b>	March 26
<b>*07</b>	<b>March 21 - April 03</b>	<b>MARCH 31</b>	<b>April 09</b>
08	April 04 - April 17	<b>APRIL 16</b>	April 23
09	April 18 - May 01	<b>APRIL 30</b>	May 07
10	May 02 - May 15	<b>MAY 14</b>	May 21
11	May 16 - May 29	<b>MAY 28</b>	June 04
12	May 30 - June 12	<b>JUNE 11</b>	June 18
13	June 13 - June 26	<b>JUNE 25</b>	July 02
14	June 27 - July 10	<b>JULY 09</b>	July 16
15	July 11 - July 24	<b>JULY 23</b>	July 30
16	July 25 - August 07	<b>AUGUST 06</b>	August 13
17	August 08 - August 21	<b>AUGUST 20</b>	August 27
<b>*18</b>	<b>August 22 - September 04</b>	<b>SEPTEMBER 02</b>	<b>September 10</b>
19	September 05 - September 18	<b>SEPTEMBER 17</b>	September 24
20	September 19 - October 02	<b>OCTOBER 01</b>	October 08
21	October 03 - October 16	<b>OCTOBER 15</b>	October 22
22	October 17 - October 30	<b>OCTOBER 29</b>	November 05
23	October 31 - November 13	<b>NOVEMBER 12</b>	November 19
24	November 14 - November 27	<b>NOVEMBER 26</b>	December 03
25	November 28 - December 11	<b>DECEMBER 10</b>	December 17
<b>*26</b>	<b>December 12 - December 25</b>	<b>DECEMBER 17</b>	<b>December 30</b>
01	December 26 - January 08	January 07	January 14, 2011

\* Timesheets must be approved by Supervisor and received in the Payroll Office by **11:00 AM** on the dates as outlined above.

\* A timesheet sent by intercampus mail must be sent two days prior to the due date in order to reach the Payroll Department on time for the cut-off.

**\* These weeks include a Stat Holiday; timesheets need to be submitted earlier.**

\* Timesheets should **NOT** be held back for the employee's or Supervisor's Approval signature. Payroll will accept photocopies or faxed copies of t/s waiting for approval.

\* If you have any questions regarding the above schedule, please contact the Payroll Office.  
 Call: Debbie Lawless @ 527-5102 or Darlene Glasgow @ 527-5386