

2009 Tentative TES Bi-Weekly Payroll Schedule

(Revised 11/25/2008)

<u>Bi-Weekly Work Period</u>	<u>Timecard Due Date</u>	<u>Payday</u>
December 22 to January 4	January 2	January 9
January 5 to January 18	January 16	January 23
January 19 to February 1	January 30	February 6
February 2 to February 15	February 13	February 20
February 16 to March 1	February 27	March 6
March 2 to March 15	March 13	March 20
March 16 to March 29	March 27	April 3
March 30 to April 12	April 10	April 17
April 13 to April 26	April 24	May 1
April 27 to May 10	May 8	May 15
May 11 to May 24	May 22	May 29
May 25 to June 7	June 5	June 12
June 8 to June 21	June 19	June 26
June 22 to July 5	July 2	July 10
July 6 to July 19	July 17	July 24
July 20 to August 2	July 31	August 7
August 3 to August 16	August 14	August 21
August 17 to August 30	August 28	September 4
August 31 to September 13	September 11	September 18
September 14 to September 27	September 25	October 2
September 28 to October 11	October 9	October 16
October 12 to October 25	October 23	October 30
October 26 to November 8	November 6	November 13
November 9 to November 22	November 20	November 27
November 23 to December 6	December 4	December 11
December 7 to December 20	December 16	December 23

This chart will be updated as Financial Services Group posts the remainder of the year. As TES is made aware of changes to this schedule, you will be advised of these changes through e-mail.

Dates in bold print are early due dates of timecards. **Projected or forecasted hours** will be accepted during these periods.

- Complete timecard, copy and fax it to TES at **412-268-1524**.
- Faxed copies are to be received in TES by 2:00 pm on the timecard due date.
- All hours must be submitted on a timecard – we can no longer accept verbal hours.**
- Do not delay faxing copy of timecard if you are unable to obtain a signature.**
- Be sure to have original timecard signed by supervisor before mailing.
- Send green original signed timecard within 7 days** in campus mail addressed to TES/Whitfield Hall.
- Direct questions to TES at 412-268-1192.