

UNIVERSITY OF THE INCARNATE

WORD



STAFF
FISCAL YEAR
STUDENT/WORK-STUDY
2009-2010
PAYROLL SCHEDULE

TIMESHEETS DUE BY 10 A.M.

Timesheet Beginning Date	Timesheet Ending Date	Timesheets due by 10:00 a.m.* or you may turn in sooner	Pay Date	Pay #
June 1, 2009	June 15, 2009	June 16, 2009	June 22, 2009	(12)
June 16, 2009	June 30, 2009	June 30, 2009	July 7, 2009	(13)
July 1, 2009	July 15, 2009	July 16, 2009	July 22, 2009	(14)
July 16, 2009	July 31, 2009	August 3, 2009	August 7, 2009	(15)
August 1, 2009	August 15, 2009	August 17, 2009	August 21, 2009	(16)
August 16, 2009	August 31, 2009	August 31, 2009	September 4, 2009	(17)
September 1, 2009	September 15, 2009	September 16, 2009	September 22, 2009	(18)
September 16, 2009	September 30, 2009	October 1, 2009	October 7, 2009	(19)
October 1, 2009	October 15, 2009	October 16, 2009	October 22, 2009	(20)
October 16, 2009	October 31, 2009	November 2, 2009	November 6, 2009	(21)
November 1, 2009	November 15, 2009	November 16, 2009	November 20, 2009	(22)
November 16, 2009	November 30, 2009	December 1, 2009	December 7, 2009	(23)
December 1, 2009	December 15, 2009	December 16, 2009	December 22, 2009	(24)
December 16, 2009	December 31, 2009	*(Note 1) 12-23-2009	January 7, 2010	(1)
January 1, 2010	January 15, 2010	January 15, 2010	January 22, 2010	(2)
January 16, 2010	January 31, 2010	February 1, 2010	February 5, 2010	(3)
February 1, 2010	February 15, 2010	February 16, 2010	February 22, 2010	(4)
February 16, 2010	February 28, 2010	March 1, 2010	March 5, 2010	(5)
March 1, 2010	March 15, 2010	March 16, 2010	March 22, 2010	(6)
March 16, 2010	March 31, 2010	March 31, 2010	April 7, 2010	(7)
April 1, 2010	April 15, 2010	April 16, 2010	April 22, 2010	(8)
April 16, 2010	April 30, 2010	May 3, 2010	May 7, 2010	(9)
May 1, 2010	May 15, 2010	May 17, 2010	May 21, 2010	(10)
May 16, 2010	May 31, 2010	June 1, 2010	June 7, 2010	(11)

*Please note: Time sheet deadlines must be enforced to stay within Payroll date regulations. Supervisors, Staff, and Students are responsible for meeting the above deadlines.

Payday is on the 7th and the 22nd of every month. However, if payday falls on a Saturday or Sunday, the payday will be the previous Friday.

(Note 1) If you are not working during the Holiday Season, December 24, 2009 to January 1, 2010, please turn in your timesheet before you leave (December 23, 2009).

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ADMINISTRATORS/FACULTY PAYROLL SCHEDULE FISCAL YEAR 2009-2010

*** Leave Request must be submitted to the Payroll Office 7 days prior to the pay date to be accounted for that pay period.**

Beginning Date	Ending Date	Faculty Contracts, Employment Letters, PAF's, *Leave Request due in VP Business & Finance Office No later than 12:00 p.m.		Pay Date	Pay #
June 1, 2009	June 30, 2009		June 19, 2009	June 30, 2009	(6)
July 1, 2009	July 31, 2009		July 22, 2009	July 31, 2009	(7)
August 1, 2009	August 31, 2009		August 20, 2009	August 31, 2009	(8)
September 1, 2009	September 30, 2009		September 21, 2009	September 30, 2009	(9)
October 1, 2009	October 31, 2009		October 21, 2009	October 30, 2009	(10)
November 1, 2009	November 30, 2009		November 17, 2009	November 30, 2009	(11)
December 1, 2009	December 31, 2009		December 11, 2009	December 22, 2009	(12)
January 1, 2010	January 31, 2010		January 20, 2010	January 29, 2010	(1)
February 1, 2010	February 28, 2010		February 17, 2010	February 26, 2010	(2)

March 1, 2010	March 31, 2010	March 22, 2010	March 31, 2010 (3)
April 1, 2010	April 30, 2010	April 21, 2010	April 30, 2010 (4)
May 1, 2010	May 31, 2010	May 19, 2010	May 28, 2010 (5)