

2009 HSUSPF PAYROLL SCHEDULE

January 1, 2009

TO: Project Directors and Employees on HSUSPF Payroll System

FROM: Joe Bonino, Payroll Clerk, HSU Sponsored Programs Foundation

SUBJECT: 1) Submission of the Time Sheets or Level of Effort Forms
2) Disbursement Dates

This schedule is developed to advise employees and project directors of payroll submission dates and times, and subsequent disbursement dates and times. For employees paid an hourly wage, time sheets must be accompanied by a check request. For salaried employees, check requests must be submitted on the timesheet due date, followed by level of effort forms at mid-month and month-end.

ATTENTION: *Late time sheets will not be processed until the next payroll cycle!*

Time Sheets and Check Requests

Checks disbursed after 8:00 a.m.:

Due @ 5:00 p.m. in the HSUSPF Office:

2009

January 6	Tuesday	January 15	Thursday
January 21	Wednesday	January 30	Friday
February 4	Wednesday	February 13	Friday
February 18	Wednesday	February 27	Friday
March 4	Wednesday	March 13	Friday
March 19	Thursday	March 30	Monday
April 6	Monday	April 15	Wednesday
April 21	Tuesday	April 30	Thursday
May 6	Wednesday	May 15	Friday
May 19	Tuesday	May 29	Friday
June 4	Thursday	June 15	Monday
June 19	Friday	June 30	Tuesday
July 6	Monday	July 15	Wednesday
July 22	Wednesday	July 31	Friday
August 5	Wednesday	August 14	Friday
August 20	Thursday	August 31	Monday
September 3	Thursday	September 15	Tuesday
September 21	Monday	September 30	Wednesday
October 6	Tuesday	October 15	Thursday
October 21	Wednesday	October 30	Friday
November 3	Tuesday	November 13	Friday
November 17	Tuesday	November 30	Monday
December 4	Friday	December 15	Tuesday
December 14	Monday	December 23	Wednesday*

**The second payroll of December will be submitted on the 14th and disbursed after 8:00 a.m. on the 23rd.*