

2008 HSUSPF PAYROLL SCHEDULE

January 1, 2008

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:

2008

January 4	Friday	January 15	Tuesday
January 22	Tuesday	January 31	Thursday
February 6	Wednesday	February 15	Friday
February 20	Wednesday	February 29	Friday
March 5	Wednesday	March 14	Friday
March 19	Wednesday	March 28	Friday
April 4	Friday	April 15	Tuesday
April 21	Monday	April 30	Wednesday
May 6	Tuesday	May 15	Thursday
May 20	Tuesday	May 30	Friday
June 4	Wednesday	June 13	Friday
June 19	Thursday	June 30	Monday
July 3	Thursday	July 15	Tuesday
July 22	Tuesday	July 31	Thursday
August 6	Wednesday	August 15	Friday
August 20	Wednesday	August 29	Friday
September 4	Thursday	September 15	Monday
September 19	Friday	September 30	Tuesday
October 6	Monday	October 15	Wednesday
October 22	Wednesday	October 31	Friday
November 4	Tuesday	November 14	Friday
November 17	Monday	November 26	Wednesday
December 4	Thursday	December 15	Monday
December 11	Thursday	December 22	Monday*

**The second payroll of December will be submitted on the 11th and disbursed after 8:00 a.m. on the 22nd.*