

**BIWEEKLY PAY PERIODS, PAY DATES AND DEADLINES
FOR TIME REPORTS AND TIMESHEETS SUBMISSIONS**

<u>PAY PERIOD</u>	<u>DEPT BY 10 AM *</u>	<u>PAY DATES</u>
08/18/08 08/31/08	09/02/08	09/12/08
09/01/08 09/14/08	09/15/08	09/26/08
* 09/15/08 09/28/08	09/29/08	10/10/08
09/29/08 10/12/08	10/13/08	10/24/08
* 10/13/08 10/26/08	10/27/08	11/07/08
10/27/08 11/09/08	11/10/08	11/21/08
* 11/10/08 11/23/08	11/21/08 MEMO TO FOLLOW	12/05/08
11/24/08 12/07/08	12/08/08 MEMO TO FOLLOW	12/19/08
* 12/08/08 12/21/08	12/15/08 MEMO TO FOLLOW	01/02/09
12/22/08 01/04/09	01/05/09	01/16/09
* 01/05/09 01/18/09	01/16/09 FRIDAY NOON	01/30/09
01/19/09 02/01/09	02/02/09	02/13/09
* 02/02/09 02/15/09	02/13/09 FRIDAY NOON	02/27/09
02/16/09 03/01/09	03/02/09	03/13/09
* 03/02/09 03/15/09	03/16/09	03/27/09
03/16/09 03/29/09	03/30/09	04/10/09
03/30/09 04/12/09	04/13/09	04/24/09
* 04/13/09 04/26/09	04/27/09	05/08/09
04/27/09 05/10/09	05/11/09	05/22/09
* 05/11/09 05/24/09	05/25/09	06/05/09
05/25/09 06/07/09	06/08/09	06/19/09
* 06/08/09 06/21/09	06/22/09	07/03/09
06/22/09 07/05/09	07/06/09	07/17/09
* 07/06/09 07/19/09	07/20/09	07/31/09
07/20/09 08/02/09	08/03/09	08/14/09
* 08/03/09 08/16/09	08/14/09 FRIDAY NOON	08/28/09

IMPORTANT NOTES - PLEASE READ CAREFULLY - PLEASE PRINT ON TIMESHEET AS FOLLOWS:

LAST NAME, FIRST NAME, MIDDLE INITIAL, INSERT EMPLOYEE NYU ID NUMBER

- Unless otherwise indicated, all deadlines date fall on Monday.
- Unless otherwise indicated, all deadlines pay dates fall on Friday.
- Fill in your time sheet each day you work. Your supervisor will review and obtain appropriate approval for time reported at the end of each payroll period, and will forward time sheets to the Payroll Department in accordance with the above Payroll Deadline Schedule. If your approved time sheet is not received in accordance with this schedule, your payment may be delayed until the next payday.
- All questions concerning your paycheck should be referred to your supervisor who will, if necessary, call the Payroll Department for clarification.

TIME SHEETS SHOULD BE IN ALPHABETICAL ORDER WHEN SUBMITTED.

*** Monthly sick and vacation time accrued**