



Cycle 1  
**BENEFITED** Employee  
 2009-2010 Pay Schedule

<b>PAY PERIOD</b>	<b>PAYROLL NUMBER</b>	<b><u>TIMESHEETS DUE</u></b> <b><u>10 AM AT BMU 219</u></b>		<b><u>PAY DAY IS</u></b> <b><u>NOON AT BMU 219</u></b>	
July 1-15	0901140	<b>Jul 15 -10am</b>	Wed	July 22	Wed <i>Summer</i>
July 16-31	0901150	<b>Jul 30 -5pm</b>	Thur	Aug 7*	Fri <i>Summer</i>
Aug 1-15	0901160	Aug 17	Mon	Aug 21	Fri
Aug 16-31	0901170	<b>Aug 31-10am</b>	Mon	Sept 4	Fri
Sept 1-15	0901180	Sept 16	Wed	Sept 22	Tue
Sept 16-30	0901190	Oct 1	Thur	Oct 7	Wed
Oct 1-15	0901200	Oct 16	Fri	Oct 22	Thur
Oct 16-31	0901210	Nov 2	Mon	Nov 6	Fri
Nov 1-15	0901220	Nov 16	Mon	Nov 20	Fri
Nov 16-30	0901230	Dec 1	Tue	Dec 7	Mon
Dec 1-15	0901240	<b>Dec 15-10am</b>	Tue	<b>Dec 22**</b>	Tue
Dec 16-31	1001010	<b>Dec 18-12pm**</b>	Fri	Jan 7	Thur
Jan 1-15	1001020	<b>Jan 15- 5pm</b>	Fri	Jan 22	Fri
Jan 16-31	1001030	Feb 1	Mon	Feb 5	Fri
Feb 1-15	1001040	Feb 16	Tue	Feb 22	Mon
Feb 16-28	1001050	Mar 1	Mon	Mar 5	Fri
Mar 1-15	1001060	Mar 16	Tue	Mar 22	Mon
Mar 16-31	1001070	Apr 1	Thur	Apr 7	Wed
Apr 1-15	1001080	Apr 16	Fri	Apr 22	Thur
Apr 16-30	1001090	<b>May 3-10am</b>	Mon	May 7	Fri
May 1-15	1001100	May 17	Mon	May 21	Fri
May 16-31	1001110	<b>June 1-8am</b>	Tue	<b>June 7</b>	Mon <i>Summer</i>
June 1-15	1001120	June 16	Wed	June 22	Tue <i>Summer</i>
June 16-30	1001130	<b>June 30-10am</b>	Wed	<b>July 7</b>	Wed <i>Summer</i>

PAYDAY ADJUSTMENTS WERE NECESSARY BECAUSE OF HOLIDAY, SUMMER OR WEEKEND TIME CONSTRAINTS.

SUMMER HOURS FOR AS BUSINESS OFFICE: MON-THURS 7:30AM—5:00PM & CLOSED FRIDAYS

\*PAYCHECKS WILL BE AVAILABLE 7:00 AM—11:00 AM AT 25 MAIN ST, STE. 203

\*\*DURING THE WINTER BREAK TIMESHEET DUE DATES AND PAY DATES MAY BE ALTERED DUE TO CAMPUS CLOSURE. A NOTICE WILL BE INCLUDED WITH THE PAYCHECKS PRIOR TO THE BREAK.