

Pay Period Begin	Pay Period End	Pay Period Submit Deadline	Approver Deadline	Pay Date	Pay Number
10/1/2008	10/31/2008	11/1/08 11:59 PM	11/5/2008 4:30PM	11/20/2008	11
11/1/2008	11/30/2008	12/1/08 11:59 PM	12/5/2008 4:30PM	12/19/2008	12
12/1/2008	12/31/2008	1/1/09 11:59 PM	1/5/2009 4:30PM	1/20/2009	1
1/1/2009	1/31/2009	2/1/09 11:59 PM	2/5/2009 4:30PM	2/20/2009	2
2/1/2009	2/28/2009	3/1/09 11:59 PM	3/5/2009 4:30PM	3/20/2009	3
3/1/2009	3/31/2009	4/1/09 11:59 PM	4/6/2009 4:30PM	4/20/2009	4
4/1/2009	4/30/2009	5/1/09 11:59 PM	5/5/2009 4:30PM	5/20/2009	5
5/1/2009	5/31/2009	6/1/09 11:59 PM	6/5/2009 4:30PM	6/19/2009	6
6/1/2009	6/30/2009	7/1/09 11:59 PM	7/6/2009 4:30PM	7/20/2009	7
7/1/2009	7/31/2009	8/1/09 11:59 PM	8/5/2009 4:30PM	8/20/2009	8
8/1/2009	8/31/2009	9/1/09 11:59 PM	9/4/2009 4:30PM	9/18/2009	9
9/1/2009	9/30/2009	10/1/09 11:59 PM	10/5/2009 4:30PM	10/20/2009	10
10/1/2009	10/31/2009	11/1/09 11:59 PM	11/5/2009 4:30PM	11/20/2009	11
11/1/2009	11/30/2009	12/1/09 11:59 PM	12/4/2009 4:30PM	12/18/2009	12
12/1/2009	12/31/2009	1/1/10 11:59 PM	1/5/2010 4:30PM	1/20/2010	1

FY09

All time must be  
**entered & submitted**  
by the Pay Period **END**  
date to ensure payment on  
scheduled pay date.

If time is not **entered** and **submitted** within  
alloted deadline a paper  
timesheet will need to be filled  
out and signed by both  
student and supervisor then  
submitted to Payroll for  
processing on the next scheduled pay date.  
**NO EXCEPTIONS!!!!**