

**AUSTIN PEAY STATE UNIVERSITY
PAYROLL SCHEDULES**

TO: All Departments

FROM: Payroll

DATE: September 23, 2008

SUBJECT: Timesheet Due Dates - FY 2009

Attached are the schedules for Fiscal Year 2009, listing the pay dates and timesheet due dates for the regular Monthly, Student and Semi-monthly payrolls.

Check the due dates carefully. **Timesheets are due in the Payroll Office by 9:00 a.m. on the date listed.**

Please post in your area for quick reference and share with any student workers you may have. If you need additional copies, the schedules can be found on Human Resources web site.

PAYROLL/TIMESHEET DATES
2008/2009 FISCAL YEAR

MONTHLY

TIMESHEET DUE DATE	PAY PERIOD NUMBER	PAY PERIOD START	PAY PERIOD END	CHECK ISSUE DATE
01/16/2008	01	01/01/2008	01/31/2008	01/31/2008
02/18/2008	02	02/01/2008	02/29/2008	02/29/2008
03/17/2008	03	03/01/2008	03/31/2008	03/31/2008
04/16/2008	04	04/01/2008	04/30/2008	04/30/2008
05/16/2008	05	05/01/2008	05/31/2008	05/30/2008
06/16/2008	06	06/01/2008	06/30/2008	06/30/2008
07/16/2008	07	07/01/2008	07/31/2008	07/31/2008
08/18/2008	08	08/01/2008	08/31/2008	08/29/2008
09/16/2008	09	09/01/2008	09/30/2008	09/30/2008
10/16/2008	10	10/01/2008	10/31/2008	10/31/2008
11/17/2008	11	11/01/2008	11/30/2008	11/26/2008
12/12/2008	12	12/01/2008	12/31/2008	12/19/2008
01/16/2009	01	01/01/2009	01/31/2009	01/30/2009
02/16/2009	02	02/01/2009	02/28/2009	02/27/2009
03/16/2009	03	03/01/2009	03/31/2009	03/31/2009
04/16/2009	04	04/01/2009	04/30/2009	04/30/2009
05/18/2009	05	05/01/2009	05/31/2009	05/29/2009
06/16/2009	06	06/01/2009	06/30/2009	06/30/2009

PAYROLL/TIMESHEET DATES

2008/2009 FISCAL YEAR

SEMI-MONTHLY

TIMESHEET DUE DATE	PAY PERIOD NUMBER	PAY PERIOD START	PAY PERIOD END	CHECK ISSUE DATE
01/02/2008	01	12/16/2007	12/31/2007	01/15/2008
01/16/2008	02	01/01/2008	01/15/2008	01/31/2008
02/01/2008	03	01/16/2008	01/31/2008	02/15/2008
02/18/2008	04	02/01/2008	02/15/2008	02/29/2008
03/03/2008	05	02/16/2008	02/29/2008	03/14/2008
03/17/2008	06	03/01/2008	03/15/2008	03/31/2008
04/01/2008	07	03/16/2008	03/31/2008	04/15/2008
04/16/2008	08	04/01/2008	04/15/2008	04/30/2008
05/01/2008	09	04/16/2008	04/30/2008	05/15/2008
05/16/2008	10	05/01/2008	05/15/2008	05/30/2008
06/02/2008	11	05/16/2008	05/31/2008	06/13/2008
06/16/2008	12	06/01/2008	06/15/2008	06/30/2008
07/01/2008	13	06/16/2008	06/30/2008	07/15/2008
07/16/2008	14	07/01/2008	07/15/2008	07/31/2008
08/01/2008	15	07/16/2008	07/31/2008	08/15/2008
08/18/2008	16	08/01/2008	08/15/2008	08/29/2008
09/01/2008	17	08/16/2008	08/31/2008	09/15/2008
09/16/2008	18	09/01/2008	09/15/2008	09/30/2008
10/01/2008	19	09/16/2008	09/30/2008	10/15/2008
10/16/2008	20	10/01/2008	10/15/2008	10/31/2008
11/03/2008	21	10/16/2008	10/31/2008	11/14/2008
11/17/2008	22	11/01/2008	11/15/2008	11/26/2008
12/01/2008	23	11/16/2008	11/30/2008	12/15/2008
12/12/2008	24	12/01/2008	12/15/2008	12/19/2008
01/02/2009	01	12/16/2008	12/31/2008	01/15/2009
01/16/2009	02	01/01/2009	01/15/2009	01/30/2009
02/02/2009	03	01/16/2009	01/31/2009	02/13/2009
02/16/2009	04	02/01/2009	02/15/2009	02/27/2009
03/02/2009	05	02/16/2009	02/28/2009	03/13/2009
03/16/2009	06	03/01/2009	03/15/2009	03/31/2009
04/01/2009	07	03/16/2009	03/31/2009	04/15/2009
04/16/2009	08	04/01/2009	04/15/2009	04/30/2009
05/01/2009	09	04/16/2009	04/30/2009	05/15/2009
05/18/2009	10	05/01/2009	05/15/2009	05/29/2009
06/01/2009	11	05/16/2009	05/31/2009	06/15/2009
06/16/2009	12	06/01/2009	06/15/2009	06/30/2009

PAYROLL/TIMESHEET DATES

2008/2009 FISCAL YEAR

STUDENT

EMPLOYEE TIME ENTRY CUTOFF (11:59 P.M.)	TIMESHEET DUE DATE/WTE APPROVER DEADLINE	PAY PERIOD NUMBER	PAY PERIOD START	PAY PERIOD END	CHECK ISSUE DATE
	01/04/2008	26	12/09/2007	12/22/2007	01/11/2008
	01/09/2008	01	12/23/2008	01/05/2008	01/18/2008
	01/23/2008	02	01/06/2008	01/19/2008	02/01/2008
	02/06/2008	03	01/20/2008	02/02/2008	02/15/2008
	02/20/2008	04	02/03/2008	02/16/2008	02/29/2008
	03/05/2008	05	02/17/2008	03/01/2008	03/14/2008
	03/19/2008	06	03/02/2008	03/15/2008	03/28/2008
	04/02/2008	07	03/16/2008	03/29/2008	04/11/2008
	04/16/2008	08	03/30/2008	04/12/2008	04/25/2008
	04/30/2008	09	04/13/2008	04/26/2008	05/09/2008
05/12/2008	05/14/2008	10	04/27/2008	05/10/2008	05/23/2008
05/26/2008	05/28/2008	11	05/11/2008	05/24/2008	06/06/2008
06/09/2008	06/11/2008	12	05/25/2008	06/07/2008	06/20/2008
06/23/2008	06/25/2008	13	06/08/2008	06/21/2008	07/03/2008
07/07/2008	07/09/2008	14	06/22/2008	07/05/2008	07/18/2008
07/21/2008	07/23/2008	15	07/06/2008	07/19/2008	08/01/2008
08/04/2008	08/06/2008	16	07/20/2008	08/02/2008	08/15/2008
08/18/2008	08/20/2008	17	08/03/2008	08/16/2008	08/29/2008
09/01/2008	09/03/2008	18	08/17/2008	08/30/2008	09/12/2008
09/15/2008	09/17/2008	19	08/31/2008	09/13/2008	09/26/2008
09/29/2008	10/01/2008	20	09/14/2008	09/27/2008	10/10/2008
10/13/2008	10/15/2008	21	09/28/2008	10/11/2008	10/24/2008
10/27/2008	10/29/2008	22	10/12/2008	10/25/2008	11/07/2008
11/10/2008	11/12/2008	23	10/26/2008	11/08/2008	11/21/2008
11/24/2008	11/25/2008	24	11/09/2008	11/22/2008	12/05/2008
12/08/2008	12/10/2008	25	11/23/2008	12/06/2008	12/19/2008
12/27/2008	12/31/2008	26	12/07/2008	12/20/2008	01/09/2009
01/05/2009	01/07/2009	01	12/21/2008	01/03/2009	01/16/2009
01/19/2009	01/21/2009	02	01/04/2009	01/17/2009	01/30/2009
02/02/2009	02/04/2009	03	01/18/2009	01/31/2009	02/13/2009
02/16/2009	02/18/2009	04	02/01/2009	02/14/2009	02/27/2009
03/02/2009	03/04/2009	05	02/15/2009	02/28/2009	03/13/2009
03/16/2009	03/18/2009	06	03/01/2009	03/14/2009	03/27/2009
03/30/2009	04/01/2009	07	03/15/2009	03/28/2009	04/09/2009

04/13/2009	04/15/2009	08	03/29/2009	04/11/2009	04/24/2009
04/27/2009	04/29/2009	09	04/12/2009	04/25/2009	05/08/2009
05/11/2009	05/13/2009	10	04/26/2009	05/09/2009	05/22/2009
05/25/2009	05/27/2009	11	05/10/2009	05/23/2009	06/05/2009
06/08/2009	06/10/2009	12	05/24/2009	06/06/2009	06/19/2009
06/22/2009	06/24/2009	13	06/07/2009	06/20/2009	07/02/2009
07/06/2009	07/08/2009	14	06/21/2009	07/04/2009	07/17/2009