

**AUSTIN PEAY STATE UNIVERSITY  
PAYROLL SCHEDULES**

TO: All Departments

FROM: Payroll

DATE: January 23, 2009

SUBJECT: Timesheet Due Dates - FY 2010

Attached are the schedules for Fiscal Year 2010, 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.

# PAYROLL/TIMESHEET DATES

## FISCAL YEAR 2010

### MONTHLY

TIMESHEET DUE DATE	PAY PERIOD NUMBER	PAY PERIOD START	PAY PERIOD END	CHECK ISSUE DATE
07/17/2009	07	07/01/2009	07/31/2009	07/31/2009
08/17/2009	08	08/01/2009	08/31/2009	08/31/2009
09/16/2009	09	09/01/2009	09/30/2009	09/30/2009
10/16/2009	10	10/01/2009	10/31/2009	10/30/2009
11/16/2009	11	11/01/2009	11/30/2009	11/30/2009
12/14/2009	12	12/01/2009	12/31/2009	12/23/2009
01/19/2010	01	01/01/2010	01/31/2010	01/29/2010
02/16/2010	02	02/01/2010	02/28/2010	02/26/2010
03/16/2010	03	03/01/2010	03/31/2010	03/31/2010
04/16/2010	04	04/01/2010	04/30/2010	04/30/2010
05/17/2010	05	05/01/2010	05/31/2010	05/28/2010
06/16/2010	06	06/01/2010	06/30/2010	06/30/2010

# PAYROLL/TIMESHEET DATES

## FISCAL YEAR 2010

### SEMI-MONTHLY

TIMESHEET DUE DATE	PAY PERIOD NUMBER	PAY PERIOD START	PAY PERIOD END	CHECK ISSUE DATE
07/01/2009	13	06/16/2009	06/30/2009	07/15/2009
07/16/2009	14	07/01/2009	07/15/2009	07/31/2009
08/03/2009	15	07/16/2009	07/31/2009	08/14/2009
08/17/2009	16	08/01/2009	08/15/2009	08/31/2009
09/01/2009	17	08/16/2009	08/31/2009	09/15/2009
09/16/2009	18	09/01/2009	09/15/2009	09/30/2009
10/01/2009	19	09/16/2009	09/30/2009	10/15/2009
10/16/2009	20	10/01/2009	10/15/2009	10/30/2009
11/02/2009	21	10/16/2009	10/31/2009	11/13/2009
11/16/2009	22	11/01/2009	11/15/2009	11/30/2009
12/01/2009	23	11/16/2009	11/30/2009	12/15/2009
12/14/2009	24	12/01/2009	12/15/2009	12/23/2009
01/04/2010	1	12/16/2009	12/31/2009	01/15/2010
01/19/2010	2	01/01/2010	01/15/2010	01/29/2010
02/01/2010	3	01/16/2010	01/31/2010	02/15/2010
02/16/2010	4	02/01/2010	02/15/2010	02/26/2010
03/01/2010	5	02/16/2010	02/28/2010	03/15/2010
03/16/2010	6	03/01/2010	03/15/2010	03/31/2010
04/01/2010	7	03/16/2010	03/31/2010	04/15/2010
04/16/2010	8	04/01/2010	04/15/2010	04/30/2010
05/03/2010	9	04/16/2010	04/30/2010	05/14/2010
05/17/2010	10	05/01/2010	05/15/2010	05/28/2010
06/01/2010	11	05/16/2010	05/31/2010	06/15/2010
06/16/2010	12	06/01/2010	06/15/2010	06/30/2010
07/01/2010	13	06/16/2010	06/30/2010	07/15/2010

# PAYROLL/TIMESHEET DATES

## FISCAL YEAR 2010

### 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
07/20/2009	07/22/2009	15	07/05/2009	07/18/2009	07/31/2009
08/01/2009	08/05/2009	16	07/19/2009	08/01/2009	08/14/2009
08/17/2009	08/19/2009	17	08/02/2009	08/15/2009	08/28/2009
08/31/2009	09/02/2009	18	08/16/2009	08/29/2009	09/11/2009
09/14/2009	09/16/2009	19	08/30/2009	09/12/2009	09/25/2009
09/28/2009	09/30/2009	20	09/13/2009	09/26/2009	10/09/2009
10/12/2009	10/14/2009	21	09/27/2009	10/10/2009	10/23/2009
10/26/2009	10/28/2009	22	10/11/2009	10/24/2009	11/06/2009
11/09/2009	11/11/2009	23	10/25/2009	11/07/2009	11/20/2009
11/23/2009	11/25/2009	24	11/08/2009	11/21/2009	12/04/2009
12/07/2009	12/09/2009	25	11/22/2009	12/05/2009	12/18/2009
12/21/2009	12/23/2009	26	12/06/2009	12/19/2009	01/08/2010
01/11/2010	01/13/2010	1	12/20/2010	01/02/2010	01/22/2010
01/25/2010	01/27/2010	2	01/03/2010	01/16/2010	02/05/2010
02/08/2010	02/10/2010	3	01/17/2010	01/30/2010	02/19/2010
02/22/2010	02/24/2010	4	01/31/2010	02/13/2010	03/05/2010
03/01/2101	03/03/2010	5	02/14/2010	02/27/2010	03/12/2010
03/15/2010	03/17/2010	6	02/28/2010	03/13/2010	03/26/2010
03/29/2010	03/31/2010	7	03/14/2010	03/27/2010	04/09/2010
04/12/2010	04/14/2010	8	03/28/2010	04/10/2010	04/23/2010
04/26/2010	04/28/2010	9	04/11/2010	04/24/2010	05/07/2010
05/10/2010	05/12/2010	10	04/25/2010	05/08/2010	05/21/2010
05/24/2010	05/26/2010	11	05/09/2010	05/22/2010	06/04/2010
06/07/2010	06/09/2010	12	05/23/2010	06/05/2010	06/18/2010
06/21/2010	06/23/2010	13	06/06/2010	06/19/2010	07/02/2010
07/15/2010	07/17/2010	14	06/20/2010	07/03/2010	07/16/2010