

**ALL NON-EXEMPT EMPLOYEES
REGULAR, TEMPORARY, & GA's
PAYROLL SCHEDULE
2005 - 2006 FISCAL YEAR**

	STARTING	ENDING	TIME SHEETS DUE IN PAYROLL OFFICE BY 4:30 P.M. ON	Premiums Deductions Coverage	PAY DAY
BW	DATE	DATE	SCHEDULED DUE DATE	MONTH	
BW14	June 26	July 9	July 8	August	July 15
BW 15	July 10	July 23	July 22	None	July 29
BW 16	July 24	August 6	August 5	September	August 12
BW 17	August 7	August 20	August 19	September	August 26
BW18	August 21	September 3	September 2	October*	September 9
BW19	September 4	September 17	September 16	October*	September 23
BW20	September 18	October 1	September 30	November	October 7
BW21	October 2	October 15	October 14	November	October 21
BW22	October 16	October 29	October 28	December	November 4
BW23	October 30	November 12	November 11	December	November 18
BW24	November 13	November 26	November 25	January	December 2
BW25	November 27	December 10	December 9	January	December 16
BW26	December 11	December 24	December 23**	None	December 30
BW1	December 25	January 7, 2006	January 6, 2006	February	January 13, 2006
BW2	January 8, 2006	January 21	January 20	February	January 27
BW3	January 22	February 4	February 3	March	February 10
BW4	February 5	February 18	February 17	March	February 24
BW5	February 19	March 4	March 3	April	March 10
BW6	March 5	March 18	March 17	April	March 24
BW7	March 19	April 1	March 31	May	April 7
BW8	April 2	April 15	April 14	May	April 21
BW9	April 16	April 29	April 28	June	May 5
BW10	April 30	May 13	May 12	June	May 19
BW11	May 14	May 27	May 26	July	June 2
BW12	May 28	June 10	June 9	July	June 16
BW13	June 11	June 24	June 23	None	June 30
BW14	June 25	July 8	July 7	August	July 14

* Medical Premiums increased as previously notified.

** Dependent upon Winter Holiday scheduled by the President of the University.

All timesheets and leave slips are required to be submitted to the Payroll Department with approved signatures by 4:30 p.m. on the due date scheduled. **If a timesheet is submitted in payroll after the due date, the employee will be paid within 2 to 3 working days after the scheduled payday.**

These scheduled due dates include signing of contracts, compliance of an I-9, W-4 changes, and other required documents.

Note: *Non-Exempt Overtime compensation is paid according to each work week which starts on Sunday and ends on Saturday for a complete 7 day work week. Overtime is based on actual work over 40 hours per week.*