

ALL NON-EXEMPT EMPLOYEES  
REGULARY, TEMPORARY, & GA'S  
PAYROLL SCHEDULE  
2006-2007 FISCAL YEAR

BW	STARTING	ENDING	TIME SHEETS DUE IN PAYROLL OFFICE BY 4:30 P.M. ON	Premiums Deductions Coverage	PAY DAY
	DATE	DATE	SCHEDULED DUE DATE	MONTH	
BW14	25-Jun-06	8-Jul-06	7-Jul-06	August	14-Jul-06
BW15	9-Jul-06	22-Jul-06	21-Jul-06	August	28-Jul-06
BW16	23-Jul-06	5-Aug-06	4-Aug-06	September	11-Aug-06
BW17	6-Aug-06	19-Aug-06	18-Aug-06	September	25-Aug-06
BW18	20-Aug-06	2-Sep-06	1-Sep-06	October *	8-Sep-06
BW19	3-Sep-06	16-Sep-06	15-Sep-06	October *	22-Sep-06
BW20	17-Sep-06	30-Sep-06	29-Sep-06	November	6-Oct-06
BW21	1-Oct-06	14-Oct-06	13-Oct-06	November	20-Oct-06
BW22	15-Oct-06	28-Oct-06	27-Oct-06	December	3-Nov-06
BW23	29-Oct-06	11-Nov-06	10-Nov-06	December	17-Nov-06
BW24	12-Nov-06	25-Nov-06	22-Nov-06	January	1-Dec-06
BW25	26-Nov-06	9-Dec-06	8-Dec-06	January	15-Dec-06
BW26 **	10-Dec-06	23-Dec-06	22-Dec-06	None	29-Dec-06
BW1	24-Dec-06	6-Jan-07	5-Jan-07	February	12-Jan-07
BW2	7-Jan-07	20-Jan-07	19-Jan-07	February	26-Jan-07
BW3	21-Jan-07	3-Feb-07	2-Feb-07	March	9-Feb-07
BW4	4-Feb-07	17-Feb-07	16-Feb-07	March	23-Feb-07
BW5	18-Feb-07	3-Mar-07	2-Mar-07	April	9-Mar-07
BW6	4-Mar-07	17-Mar-07	16-Mar-07	April	23-Mar-07
BW7	18-Mar-07	31-Mar-07	29-Mar-07	May	5-Apr-07
BW8	1-Apr-07	14-Apr-07	13-Apr-07	May	20-Apr-07
BW9	15-Apr-07	28-Apr-07	27-Apr-07	June	4-May-07
BW10	29-Apr-07	12-May-07	11-May-07	June	18-May-07
BW11	13-May-07	26-May-07	25-May-07	July	1-Jun-07
BW12	27-May-07	9-Jun-07	8-Jun-07	July	15-Jun-07
BW13	10-Jun-07	23-Jun-07	22-Jun-07	None	29-Jun-07
BW14	24-Jun-07	7-Jul-07	6-Jul-07	August	13-Jul-07
BW15	8-Jul-07	21-Jul-07	20-Jul-07	August	27-Jul-07
BW16	22-Jul-07	4-Aug-07	3-Aug-07	September	10-Aug-07

\* 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.