

2009 PAYROLL DATES

BI-WEEKLY PAYROLL

MONTHLY PAYROLL

BI-WEEKLY PAYROLL					MONTHLY PAYROLL						
Period Start	Period End	Non- Timesheet Paperwork due	Timesheets Due	Check Date	Health Dental SupplLife HCRA DCRA	Period Start	Period End	Non- Timesheet Paperwork Due	Prior Months Leave Records Due	Check Date	
2008						2008					
Sun, Dec 07, 08	Sat, Dec 20, 08	Wed, Dec 17, 08	Fri, Dec 19, 08	Fri, Dec 26, 08 *	DED	Mon, Dec 01, 08	Wed, Dec 31, 08	Fri, Dec 05, 08	Fri, Dec 05, 08	Fri, Dec 19, 08	
2009						2009					
Sun, Dec 21, 08	Sat, Jan 03, 09	Tue, Dec 23, 08	Mon, Jan 05, 09	Fri, Jan 09, 09 *	DED	Thu, Jan 01, 09	Sat, Jan 31, 09	Mon, Jan 05, 09	Tue, Dec 23, 08	Tue, Jan 20, 09 **	
Sun, Jan 04, 09	Sat, Jan 17, 09	Wed, Jan 14, 09	Mon, Jan 19, 09	Fri, Jan 23, 09	DED	Sun, Feb 01, 09	Sat, Feb 28, 09	Thu, Feb 05, 09	Thu, Feb 05, 09	Fri, Feb 20, 09	
Sun, Jan 18, 09	Sat, Jan 31, 09	Wed, Jan 28, 09	Mon, Feb 02, 09	Fri, Feb 06, 09	DED	Sun, Mar 01, 09	Tue, Mar 31, 09	Thu, Mar 05, 09	Thu, Mar 05, 09	Fri, Mar 20, 09	
Sun, Feb 01, 09	Sat, Feb 14, 09	Wed, Feb 11, 09	Mon, Feb 16, 09	Fri, Feb 20, 09	DED	Wed, Apr 01, 09	Thu, Apr 30, 09	Fri, Apr 03, 09	Fri, Apr 03, 09	Mon, Apr 20, 09	
Sun, Feb 15, 09	Sat, Feb 28, 09	Wed, Feb 25, 09	Mon, Mar 02, 09	Fri, Mar 06, 09	DED	Fri, May 01, 09	Sun, May 31, 09	Tue, May 05, 09	Tue, May 05, 09	Wed, May 20, 09	
Sun, Mar 01, 09	Sat, Mar 14, 09	Wed, Mar 11, 09	Mon, Mar 16, 09	Fri, Mar 20, 09	DED	Mon, Jun 01, 09	Tue, Jun 30, 09	Fri, Jun 05, 09	Fri, Jun 05, 09	Fri, Jun 19, 09	
Sun, Mar 15, 09	Sat, Mar 28, 09	Wed, Mar 25, 09	Mon, Mar 30, 09	Fri, Apr 03, 09	DED	Wed, Jul 01, 09	Fri, Jul 31, 09	Fri, Jul 03, 09	Fri, Jul 03, 09	Mon, Jul 20, 09	
Sun, Mar 29, 09	Sat, Apr 11, 09	Wed, Apr 08, 09	Mon, Apr 13, 09	Fri, Apr 17, 09	DED	Sat, Aug 01, 09	Mon, Aug 31, 09	Wed, Aug 05, 09	Wed, Aug 05, 09	Thu, Aug 20, 09	
Sun, Apr 12, 09	Sat, Apr 25, 09	Wed, Apr 22, 09	Mon, Apr 27, 09	Fri, May 01, 09	DED	Tue, Sep 01, 09	Wed, Sep 30, 09	Fri, Sep 04, 09	Fri, Sep 04, 09	Fri, Sep 18, 09	
Sun, Apr 26, 09	Sat, May 09, 09	Wed, May 06, 09	Mon, May 11, 09	Fri, May 15, 09	DED	Thu, Oct 01, 09	Sat, Oct 31, 09	Mon, Oct 05, 09	Mon, Oct 05, 09	Tue, Oct 20, 09	
Sun, May 10, 09	Sat, May 23, 09	Wed, May 20, 09	Fri, May 22, 09	Fri, May 29, 09 *		Sun, Nov 01, 09	Mon, Nov 30, 09	Thu, Nov 05, 09	Thu, Nov 05, 09	Fri, Nov 20, 09	
Sun, May 24, 09	Sat, Jun 06, 09	Wed, Jun 03, 09	Mon, Jun 08, 09	Fri, Jun 12, 09	DED	Tue, Dec 01, 09	Thu, Dec 31, 09	Fri, Dec 04, 09	Fri, Dec 04, 09	Fri, Dec 18, 09	
Sun, Jun 07, 09	Sat, Jun 20, 09	Wed, Jun 17, 09	Mon, Jun 22, 09	Fri, Jun 26, 09	DED						
Sun, Jun 21, 09	Sat, Jul 04, 09	Wed, Jul 01, 09	Mon, Jul 06, 09	Fri, Jul 10, 09	DED	2010					
Sun, Jul 05, 09	Sat, Jul 18, 09	Wed, Jul 15, 09	Mon, Jul 20, 09	Fri, Jul 24, 09	DED	Fri, Jan 01, 10	Sun, Jan 31, 10	Tue, Jan 05, 10	Wed, Dec 23, 09	Wed, Jan 20, 10 **	
Sun, Jul 19, 09	Sat, Aug 01, 09	Wed, Jul 29, 09	Mon, Aug 03, 09	Fri, Aug 07, 09	DED						
Sun, Aug 02, 09	Sat, Aug 15, 09	Wed, Aug 12, 09	Mon, Aug 17, 09	Fri, Aug 21, 09	DED						
Sun, Aug 16, 09	Sat, Aug 29, 09	Wed, Aug 26, 09	Mon, Aug 31, 09	Fri, Sep 04, 09	DED						
Sun, Aug 30, 09	Sat, Sep 12, 09	Wed, Sep 09, 09	Mon, Sep 14, 09	Fri, Sep 18, 09	DED						
Sun, Sep 13, 09	Sat, Sep 26, 09	Wed, Sep 23, 09	Mon, Sep 28, 09	Fri, Oct 02, 09	DED						
Sun, Sep 27, 09	Sat, Oct 10, 09	Wed, Oct 07, 09	Mon, Oct 12, 09	Fri, Oct 16, 09	DED						
Sun, Oct 11, 09	Sat, Oct 24, 09	Wed, Oct 21, 09	Mon, Oct 26, 09	Fri, Oct 30, 09 *							
Sun, Oct 25, 09	Sat, Nov 07, 09	Wed, Nov 04, 09	Mon, Nov 09, 09	Fri, Nov 13, 09	DED						
Sun, Nov 08, 09	Sat, Nov 21, 09	Wed, Nov 18, 09	Fri, Nov 20, 09	Fri, Nov 27, 09	DED						
Sun, Nov 22, 09	Sat, Dec 05, 09	Wed, Dec 02, 09	Mon, Dec 07, 09	Fri, Dec 11, 09	DED						
Sun, Dec 06, 09	Sat, Dec 19, 09	Wed, Dec 16, 09	Fri, Dec 18, 09	Thu, Dec 24, 09 *	DED						
2010						2010					
Sun, Dec 20, 09	Sat, Jan 02, 10	Wed, Dec 23, 09	Mon, Jan 04, 10	Fri, Jan 08, 10 *	DED						

**December Monthly Leave Records are due early in order to process the Y/E PTO rollover.

*Bi-weekly payroll processing will be accelerated due to the Christmas break.

BI-WEEKLY PAYROLL NOTES

- All time is rounded to the nearest quarter-of-an-hour (.25, .5, .75, .0).
- Pay checks are distributed every other Friday (unless otherwise noted).
- Look for HR emails announcing up-coming deadlines and details related to each pay period.
- Timesheets are due at noon on the Monday after a Period End Date (unless otherwise noted).
- Timesheets can be sent electronically to vripley@smcvt.edu and mengel@smcvt.edu as long as the supervisor is cc'd or is sent by supervisor.
- Pay periods begin on Sunday and end on Saturday; overtime is paid when 40 hours are reached during this seven day period. Compensatory time is never allowed !