

To: Members of the Faculty and Administrative Staff
 From: Payroll Department
 RE: Calendar of Payroll Dates – FY '10

Payments for the contract payroll are made twice per month: the first semi-monthly pay period starts on the first of the month and extends to the fifteenth of the month; the second starts on the sixteenth of the month and ends the last day of the month. All paychecks will be available by 9:30 AM on the 15th or the last day of the month, unless those dates fall on a holiday or the weekend. In these cases, checks will be available by 9:30 AM on the business day prior to the holiday/weekend. Direct deposits will be credited the business day prior to the check date and the direct deposit stubs will be mailed to your internal mail address prior to the credit date. For your reference, these dates are listed below.

	Period Start	Period End	Change Due Date	Direct Deposit Credit Date	Check Date	
SM01	07/01/09	07/15/09	07/08/09	07/14/09	07/15/09	A, B
SM02	07/16/09	07/31/09	07/24/09	07/30/09	07/31/09	A, B
SM03	08/01/09	08/15/09	08/10/09	08/13/09	08/14/09	A, B
SM04	08/16/09	08/31/09	08/24/09	08/29/09	08/31/09	A, B
SM05	09/01/09	09/15/09	09/08/09	09/12/09	09/15/09	A, B
SM06	09/16/09	09/30/09	09/23/09	09/29/09	09/30/09	A, B
SM07	10/01/09	10/15/09	10/07/09	10/14/09	10/15/09	C
SM08	10/16/09	10/30/09	10/26/09	10/29/09	10/30/09	C
SM09	11/01/09	11/15/09	11/09/09	11/12/09	11/13/09	C
SM10	11/16/09	11/30/09	11/23/09	11/24/09	11/25/09	C
SM11	12/01/09	12/15/09	12/08/09	12/11/09	12/15/09	C
SM12	12/16/09	12/31/09	12/21/09	12/29/09	12/30/09	C
SM13	01/01/10	01/15/10	01/08/10	01/14/10	01/15/10	D
SM14	01/16/10	01/31/10	01/25/10	01/28/10	01/29/10	D
SM15	02/01/10	02/15/10	02/09/10	02/12/10	02/15/10	C
SM16	02/16/10	02/28/10	02/22/10	02/25/10	02/26/10	C
SM17	03/01/10	03/15/10	03/08/10	03/12/10	03/15/10	C
SM18	03/16/10	03/31/10	03/25/10	03/30/10	03/31/10	C
SM19	04/01/10	04/15/10	04/08/10	04/14/10	04/15/10	C
SM20	04/16/10	04/30/10	04/23/10	04/29/10	04/30/10	C
SM21	05/01/10	05/15/10	05/07/10	05/13/10	05/14/10	C
SM22	05/16/10	05/31/10	05/24/10	05/27/10	05/28/10	C
SM23	06/01/10	06/15/10	06/08/10	06/14/10	06/15/10	
SM24	06/16/10	06/30/10	06/23/10	06/29/10	06/30/10	

Legend:

- A: Full-time Faculty receive summer course payments over four installments (7/15 – 8/31). This includes Administrative staff teaching on or off campus.
- B: Adjunct Faculty receive summer payment according to the schedule printed in the current Adjunct Manual.
- C: Full-time Faculty (teaching overload) and adjunct Faculty receive Fall and Spring payments over eight installments (9/15 – 12/31 & 2/15 – 5/31).
- D: Full-time and Adjunct Faculty receive winter Intersession payment over two installment (1/15 – 1/31).

