

TO: BIWEEKLY EMPLOYEES, SUPERVISORS

FROM: CHERYL GANDY, PAYROLL

DATE: December 18, 2008

SUBJECT: PAYDATES 1/02/09 THROUGH 6/19/09

<u>PERIOD #</u>	<u>PERIOD ENDING</u>	<u>TIMESHEETS DUE</u> <u>10:00 AM</u>	<u>PAYDATE</u>
1	12/27/2008	12/22/2008***	1/2/2009
2	1/10/2009	1/12/2009	1/16/2009
3	1/24/2009	1/26/2009	1/30/2009
4	2/7/2009	2/9/2009	2/13/2009
5	2/21/2009	2/23/2009	2/27/2009
6	3/7/2009	3/9/2009	3/13/2009
7	3/21/2009	3/23/2009	3/27/2009
8	4/4/2009	4/6/2009	4/10/2009
9	4/18/2009	4/20/2009	4/24/2009
10	5/2/2009	5/4/2009	5/8/2009
11	5/16/2009	5/18/2009	5/22/2009
12	5/30/2009	6/1/2009	6/5/2009
13	6/13/2009	6/15/2009	6/19/2009

**NOTE: TIMESHEETS DUE TO PAYROLL OFFICE
MONDAYS - NO LATER THAN 10:00 AM**

****Due to Randolph College being closed 12/24/08 until 1/05/09, time sheets for pay period ending 12/27/08 must be submitted on 12/22/08.