

Texas Wesleyan University Memorandum

To: Supervisors and Persons Responsible for Electronic Timesheets

From: Payroll Office

Date: 9/25/2009

Re: Biweekly & Monthly Payroll Dates for Fall 2009

The following are due dates and pay dates for the fall semester for all employees and student workers. Electronic timesheets for hourly/monthly employees must be submitted electronically by the dates/times noted below:

Pay period ending dates	Electronic Timesheets Due	Time Due	Pay Dates
07/25/09 & 08/01/09	08/03/09	1:00 p.m.	08/07/09
08/08/09 & 08/15/09	08/17/09	1:00 p.m.	08/21/09
08/22/09 & 08/29/09	08/31/09	1:00 p.m.	09/04/09
09/05/09 & 09/12/09	09/14/09	1:00 p.m.	09/18/09
09/19/09 & 09/26/09	09/28/09	1:00 p.m.	10/02/09
10/03/09 & 10/10/09	10/12/09	1:00 p.m.	10/16/09
10/17/09 & 10/24/09	10/26/09	1:00 p.m.	10/30/09
10/31/09 & 11/07/09	11/09/09	1:00 p.m.	11/13/09
11/14/09 & 11/21/09	11/23/09	1:00 p.m.	11/27/09
11/28/09 & 12/05/09	12/07/09	1:00 p.m.	12/11/09
12/12/09 & 12/19/09	12/16/09	1:00 p.m.	12/24/09
12/26/09 & 01/02/10	01/04/10	1:00 p.m.	01/08/10

Monthly Ending dates	Electronic Timesheets Due	Time Due	Pay Dates
8/31/09	8/20/09	1:00 p.m.	8/31/09
9/30/09	9/23/09	1:00 p.m.	9/30/09
10/31/09	10/22/09	1:00 p.m.	10/30/09
11/30/09	11/20/09	1:00 p.m.	11/30/09
12/31/09	12/15/09	1:00 p.m.	12/30/09

If you have any questions please call Lisa Wilks in Payroll at 531-4419.