

# Texas Wesleyan University Memorandum

**To:** Supervisors and Persons Responsible for Summary Timesheets

**From:** Payroll Office

**Date:** 2/5/2008 \*\*\*\*\***REVISED**\*\*\*\*\*

**Re:** Biweekly & Monthly Payroll Dates for Spring 2008

The following are due dates and pay dates for the spring semester for all employees and student workers. Payroll summary sheets for hourly employees must be turned in to the Business Office by **10:00 a.m.** on the biweekly dates listed below. *Monthly employees must turn in their blue sheets to payroll by the 5<sup>th</sup> of the month.*

Pay period ending dates	Summary Sheets Due	Pay Dates
12/29/07 & 01/05/08	1/07/08	1/11/08
<b>01/12/08 &amp; 01/19/08</b>	<b>***1/18/08***</b>	<b>1/25/08</b>
01/26/08 & 02/02/08	2/04/08	2/08/08
02/09/08 & 02/16/08	2/18/08	2/22/08
02/23/08 & 03/01/08	3/03/08	3/07/08
<b>03/08/08 &amp; 03/15/08</b>	<b>***3/06/08***</b>	<b>3/19/08</b>
03/22/08 & 03/29/08	<b>3/31/08</b>	<b>4/04/08</b>
04/05/08 & 04/12/08	4/14/08	4/18/08
04/19/08 & 04/26/08	4/28/08	5/02/08
05/03/08 & 05/10/08	5/12/08	5/16/08
05/17/08 & 05/24/08	5/23/08	5/30/08

Monthly Ending dates	Blue Sheets Due	Pay Dates
1/31/08	1/07/08	1/31/08
2/29/08	2/05/08	2/29/08
3/31/08	3/05/08	3/31/08
4/30/08	4/07/08	4/30/08
5/31/08	5/05/08	5/30/08

\*Please note: Timesheets for the January 25th payroll will be due **Friday, January 18<sup>th</sup>**.

\*Please note: Timesheets for the March 19th payroll will be due on **Thursday, March 6<sup>th</sup>**.

\*Please note: Timesheets for the May 30<sup>th</sup> payroll will be due on **Friday, May 23rd, 2008**.

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