

# Texas Wesleyan University Memorandum

**To:** Biweekly/Monthly Employees/Supervisors

**From:** Payroll Office

**Date:** 8/20/2009

**Re:** Biweekly & Monthly Payroll Dates for Spring 2010

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**The following are due dates and pay dates for the spring semester for all employees and student workers. Electronic timesheets are due as noted below:**

Pay period ending dates	Electronic Timesheets Due	Time Due	Pay Dates
12/26/09 & 01/02/10	01/04/10	1:00 p.m.	01/08/10
01/09/10 & 01/16/10	01/15/10	1:00 p.m.	01/22/10
01/23/10 & 01/30/10	02/01/10	1:00 p.m.	02/05/10
02/06/10 & 02/13/10	02/15/10	1:00 p.m.	02/19/10
02/20/10 & 02/27/10	03/01/10	1:00 p.m.	03/05/10
03/06/10 & 03/13/10	03/15/10	1:00 p.m.	03/19/10
03/20/10 & 03/27/10	03/25/10	1:00 p.m.	04/01/10
04/03/10 & 04/10/10	04/12/10	1:00 p.m.	04/16/10
04/17/10 & 04/24/10	04/26/10	1:00 p.m.	04/30/10
05/01/10 & 05/08/10	05/10/10	1:00 p.m.	05/14/10
05/15/10 & 05/22/10	05/24/10	1:00 p.m.	05/28/10

Monthly Ending dates	Electronic Timesheets Due	Time Due	Pay Dates
01/31/10	01/25/10	1:00 p.m.	01/29/10
02/28/10	02/22/10	1:00 p.m.	02/26/10
03/31/10	03/24/10	1:00 p.m.	03/31/10
04/30/10	04/23/10	1:00 p.m.	04/30/10
05/31/10	05/21/10	1:00 p.m.	05/28/10

**ALL SUPERVISORS NEED TO HAVE TIMESHEETS APPROVED BY 10:00 A.M. THE NEXT BUSINESS DAY.**

If you have any questions please call Lisa Wilks in Payroll at 531-4419, or email your questions to [lwilks@txwes.edu](mailto:lwilks@txwes.edu).