

Revised Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2008.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. SINCE THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND WILL BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
08N	07/01/08 - 07/15/08	07/15/08	07/16/08	07/22/08
08O	07/16/08 - 07/31/08	07/31/08	08/01/08	08/07/08
08P	08/01/08 - 08/15/08	08/15/08	08/18/08	08/22/08
08Q	08/16/08 - 08/31/08	08/29/08	09/02/08	09/08/08
08R	09/01/08 - 09/15/08	09/15/08	09/16/08	09/22/08
08S	09/16/08 - 09/30/08	09/30/08	10/01/08	10/07/08
08T	10/01/08 - 10/15/08	10/15/08	10/16/08	10/22/08
08U	10/16/08 - 10/31/08	10/31/08	11/03/08	11/07/08
08V	11/01/08 - 11/15/08	11/14/08	11/17/08	11/21/08
08W	11/16/08 - 11/30/08	12/01/08	12/02/08	12/08/08
08X	12/01/08 - 12/15/08	12/15/08	12/16/08	12/22/08

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 15th of the current month). When the pay date falls on Saturday, the checks will be issued on the proceeding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

Payroll Advices are available on eCampus.

Faculty and Staff Payroll Checks can be picked up by payee at the Human Resources Service Center. Employees are required to present identification. All checks not picked up will be mailed to the address of record on the fourth business day after the pay date.

All Student checks are mailed.