

## SUBSTITUTE PAYROLL SCHEDULE 2007-2008

**DUE DATE:** Completed and authorized paperwork must be received in the Compensation Department by this date.

**CHECK DATE:** Date payroll checks are active.

<u>Reporting Date</u>	<u>DUE DATE</u>	<u>CHECK DATE</u>
8/01/07-8/15/07	08/15/07	08/31/07
8/16/07-8/31/07	08/31/07	09/14/07
9/4/07-9/14/07	09/14/07	09/28/07
9/17/07-9/28/07	09/28/07	10/12/07
10/1/07-10/12/07	10/12/07	10/31/07
10/15/07-10/31/07	10/31/07	11/15/07
11/1/07-11/15/07	11/15/07	11/30/07
11/16/07-11/30/07	11/30/07	12/14/07
<b>12/3/07-12/12/07</b>	<b>12/12/07</b>	*12/28/07
<b>12/13/07-12/31/07</b>	<b>01/03/08</b>	01/15/08
1/3/08-1/15/08	01/15/08	01/31/08
1/16/08-1/31/08	01/31/08	02/15/08
2/1/08-2/15/08	02/15/08	02/29/08
2/18/08-2/29/08	02/29/08	03/14/08
3/3/08-3/14/08	03/14/08	03/28/08
3/17/08-3/28/08	03/28/08	04/15/08
3/31/08-4/15/08	04/15/08	04/30/08
4/16/08-4/30/08	04/30/08	05/15/08
05/01/08-5/15/08	05/15/08	05/30/08
5/16/08-5/30/08	05/30/08	*06/13/08
6/02/08-6/13/08	06/13/08	*06/27/08
6/16/08-6/27/08	06/27/08	*07/15/08
6/30/08-7/15/08	07/15/08	*07/31/08
7/15/08-7/31/08	07/31/08	08/15/08

\* ALL CHECKS AND DIRECT DEPOSIT NOTICES WILL BE  
MAILED FOR THESE PAY PERIODS.

**IMPORTANT NOTE:** When checks are mailed, employees may receive their payroll check before the check date. ***Do not attempt to cash the check before the check date; banks are not required to cash your check before the check date.*** Direct deposits are posted one banking day prior to the check date.

REPORTING DATE and DATE SUBJECT TO CHANGE

06/12/2007