

Schedule for Payment of Classified, Hourly and College Work Study (CWS) Employees

If an employee is to be paid:	All documents other than ACCeTimesheets must be in the Office of Human Resources or in the PA System and approved by:	ACCeTimesheets for pay period of:	ACCeTimesheets must be submitted NOT later than 11:30 pm:
September 28	September 14	Sept. 2 - Sept. 15	September 18
October 12	September 28	Sept. 16 - Sept. 29	October 2
October 26	October 12	Sept. 30 - Oct. 13	October 16
November 9	October 26	Oct. 14 - Oct. 27	October 30
November 21*	November 9	Oct. 28 - Nov. 10	November 9 †
December 7	November 20	Nov. 11 - Nov. 24	November 27
December 14 **	November 28	Nov. 25 - Dec. 8	December 4 †
January 4 ***	December 13	Dec. 9 - Dec. 22	December 14 †
January 18	January 4	Dec. 23 - Jan. 5	January 8
February 1	January 18	Jan. 6 - Jan. 19	January 22
February 15	February 1	Jan. 20 - Feb. 2	February 5
February 29	February 15	Feb. 3 - Feb. 16	February 19
March 7 ****	February 29	Feb. 17 - Mar. 1	February 26 †
March 28	March 7	Mar. 2 - Mar. 15	March 18
April 11	March 28	Mar. 16 - Mar. 29	April 1
April 25	April 11	Mar. 30 - Apr. 12	April 15
May 9	April 25	Apr. 13 - Apr. 26	April 29
May 23	May 9	Apr. 27 - May 10	May 13
June 6	May 23	May 11 - May 24	May 27
June 20	June 6	May 25 - June 7	June 10
July 3	June 20	June 8 - June 21	June 24
July 18	July 3	June 22 - July 5	July 8
August 1	July 18	July 6 - July 19	July 22
August 15	August 1	July 20 - Aug. 2	August 5
August 29	August 15	Aug. 3 - Aug. 16	August 19
September 12	August 29	Aug. 17 - Aug. 30	September 2
September 26	September 16	Aug. 31 - Sept. 13	September 16

* For November 21, 2007 payroll, time must be estimated for November 9-10 and timesheets submitted on November 9. Make adjustments on amended paper timesheet, to be paid next pay period.

** For December 14, 2007 payroll, time must be estimated for December 4-8, and timesheets submitted on December 4. Make adjustments on amended paper timesheet, to be paid next pay period.

*** Estimate time through December 22, 2007. Submit timesheets by December 14. Make adjustments on amended paper timesheet, to be paid next pay period.

**** Estimate time through March 1, 2008 and submit timesheets on February 26, 2008. Make adjustments on amended paper timesheet, to be paid next pay period.

† **Note: Early ACCeTimesheet submission dates.**

Winter Break is December 24, 2007 - January 2, 2008. Spring Break is March 10-14, 2008.

NOTE: Payroll documents received after the scheduled dates will be processed for payment on the next appropriate payroll.