

**BELOW IS THE NEW PAYROLL SCHEDULE FOR HOURLY TIME AND OVERTIME FOR FY 2009**

All time sheets **must** be in the Payroll Office **by 5:00 p.m.** on the submittal date.

\* Please be advised that anything turned in after 5:00 p.m. on the specified submittal date **will not** be considered for payment until the following payroll. \*

\*\* If an employee falls under leave without pay (LWOP), please submit a memo to Payroll and Human Resources immediately. \*\*

<b><u>PAY PERIOD</u></b>	<b><u>SUBMITTAL DATE</u></b>	<b><u>PAY DATE</u></b>
06/21/08 – 07/04/08	07/08/08	07/28/08
07/05/08 – 07/18/08	07/22/08	08/14/08
07/19/08 – 08/01/08	08/05/08	08/28/08
08/02/08 – 08/22/08 (3 WKS)	08/26/08	09/12/08
08/23/08 – 09/05/08	09/09/08	09/26/08
09/06/08 – 09/19/08	09/23/08	10/14/08
09/20/08 – 10/03/08	10/07/08	10/28/08
10/04/08 – 10/17/08	10/21/08	11/14/08
10/18/08 – 10/31/08	11/04/08	11/26/08
11/01/08 – 11/14/08	11/18/08	12/12/08
11/15/08 – 11/28/08	12/02/08	12/26/08
11/29/08 – 12/19/08 (3 WKS)	12/23/08	01/14/09
12/20/08 – 01/02/09	01/06/09	01/28/09
01/03/09 – 01/16/09	01/20/09	02/13/09
01/17/09 – 01/30/09	02/03/09	02/27/09
01/31/09 – 02/13/09	02/17/09	03/13/09
02/14/09 – 02/27/09	03/03/09	03/27/09
02/28/09 – 03/20/09 (3 WKS)	03/24/09	04/14/09
03/21/09 – 04/03/09	04/07/09	04/28/09
04/04/09 – 04/17/09	04/21/09	05/14/09
04/18/09 – 05/01/09	05/05/09	05/28/09
05/02/09 – 05/22/09 (3 WKS)	05/26/09	06/12/09
05/23/09 – 06/05/09	06/09/09	06/26/09
06/06/09 – 06/19/09	06/23/09	07/14/09
06/20/09 – 07/03/09	07/07/09	07/28/09
07/04/09 – 07/17/09	07/21/09	08/14/09
07/18/09 – 07/31/09	08/04/09	08/28/09

There may be changes to the schedule due to holidays, etc. If so, you will be notified accordingly. If you have any questions, please contact Barbara Creel at (757) 253-6631 or Theresa Dailey at (757) 253-6856.