

BI-WEEKLY (PT,CS,CC,CP,PS,FM,TM,EC,AH)

MONTH EXPENSED/COMMENTS	DATE DUE PAF to Staff HR by 2:00 p.m.	RUN ID	PAY PERIOD BEGIN	PAY PERIOD END	WTE Employee Deadline by 11:59 p.m.	WTE Approver Deadline by 11:59 p.m.	CHECK DATE
September	08/27/08	BW19	08/17/08	08/30/08	09/01/08	09/02/08	09/11/08
	09/10/08	BW20	08/31/08	09/13/08	09/15/08	09/16/08	09/25/08
October	09/24/08	BW21	09/14/08	09/27/08	09/29/08	09/29/08	10/09/08
	10/08/08	BW22	09/28/08	10/11/08	10/13/08	10/14/08	10/23/08
November	10/22/08	BW23	10/12/08	10/25/08	10/27/08	10/28/08	11/06/08
	11/05/08	BW24	10/26/08	11/08/08	11/10/08	11/11/08	11/20/08
December	11/19/08	BW25	11/09/08	11/22/08	11/21/08**	11/21/08**	12/04/08
	12/03/08	BW26	11/23/08	12/06/08	12/08/08	12/09/08	12/18/08
	12/17/08	BW27	12/07/08	12/20/08	12/15/08**	12/15/08**	12/31/08
January	12/22/08	BW1	12/21/08	01/03/09	01/05/09	01/06/09	01/15/09
	01/14/09	BW2	01/04/09	01/17/09	01/19/09	01/20/09	01/29/09
February	01/28/09	BW3	01/18/09	01/31/09	02/02/09	02/03/09	02/12/09
	02/11/09	BW4	02/01/09	02/14/09	02/16/09	02/17/09	02/26/09
March	02/25/09	BW5	02/15/09	02/28/09	03/02/09	03/03/09	03/12/09
	03/11/09	BW6	03/01/09	03/14/09	03/16/09	03/17/09	03/26/09
April	03/25/09	BW7	03/15/09	03/28/09	03/30/09	03/31/09	04/09/09
	04/08/09	BW8	03/29/08	04/11/09	04/13/09	04/14/09	04/23/09
May	04/22/09	BW9	04/12/09	04/25/09	04/27/09	04/28/09	05/07/09
	05/06/09	BW10	04/26/09	05/09/09	05/11/09	05/12/09	05/21/09
June	05/20/09	BW11	05/10/09	05/23/09	05/25/09	05/26/09	06/04/09
	06/03/09	BW12	05/24/09	06/06/09	06/08/09	06/09/09	06/18/09
July	06/17/09	BW13	06/07/09	06/20/09	06/22/09	06/23/09	07/02/09
	07/01/09	BW14	06/21/09	07/04/09	07/06/09	07/07/09	07/16/09
	07/15/09	BW15	07/05/09	07/18/09	07/20/09	07/21/09	07/30/09
August	07/29/09	BW16	07/19/09	08/01/09	08/03/09	08/04/09	08/13/09
	08/12/09	BW17	08/02/09	08/15/09	08/17/09	08/18/09	08/27/09
September	08/26/09	BW18	08/16/09	08/29/09	08/31/09	09/01/09	09/10/09

NOTE: PAFs which are complete, correct and not subject to additional Budget/ Grants Accounting review will be processed to the appropriate payroll if received by the above Departments no later than the time/relevant "Cut-Off Date" shown above.

****NOTE for WTE: BW 25 all submissions and approvals required by noon Friday 11/21/08.
BW 27 all submissions and approvals required by noon Monday 12/15/08.**

REV 11/08