

TO: University Faculty and Staff

From: Michael F. Dwyer, Assistant Treasurer

Date: December 2007

RE: 2008 MONTHLY PAYROLL SCHEDULE

<u>MONTH</u>	<u>ALL MATERIAL DUE IN PAYROLL OFFICE</u>	<u>PAYMENT DATE</u>
JANUARY	01/11/08	01/24/08
*REFILE FOR EXEMPT STATUS		
FEBRUARY	02/15/08	02/28/08
MARCH	03/14/08	03/27/08
APRIL	04/11/08	04/24/08
MAY	05/09/08	05/22/08
JUNE	06/14/08	06/26/08
SUMMER SESSION 1 (Colleges)	06/14/08	06/26/08
JULY	07/11/08	07/24/08
AUGUST	08/15/08	08/28/08
SUMMER SESSION 2 (Colleges)	08/15/08	08/28/08
SEPTEMBER	09/15/08	09/25/08
OCTOBER	10/10/08	10/23/08
NOVEMBER	11/14/08	11/26/08
DECEMBER	12/12/08	12/19/08
JANUARY	01/16/09	1/22/09
*REFILE FOR EXEMPT STATUS		

PLEASE NOTE:

FOR NEW EMPLOYEES, A W-4 FORM MUST BE ON FILE IN THE PAYROLL OFFICE BEFORE PAYMENT WILL BE ISSUED. WE ARE REQUIRED BY LAW TO HOLD ANY PAYCHECKS UNLESS AN I-9 FORM HAS BEEN COMPLETED.

FACULTY ON VISA STATUS ARE RESPONSIBLE FOR NOTIFYING THE PAYROLL OFFICE WHEN THE VISA IS EXTENDED OR FICA WILL BE DEDUCTED, THEY ARE ALSO REQUIRED TO FILL OUT THE 'FOREIGN NATIONAL INFORMATION FORM'.

***EXEMPT TAX STATUS: THOSE EMPLOYEES CLAIMING EXEMPT FROM FEDERAL TAX MUST REFILE BY FEBRUARY OR EXEMPT STATUS WILL BE DROPPED.**