

PAYROLL SCHEDULE

Pay Dates February 6 through July 31, 2009

SALARY CYCLE

Employee Types: 1-Salaried Faculty and Staff; 6-Salaried Students; 7-Part-Time Lecturers;
8-Coadjutants; 9-Fellows; A-Tradespeople

CUTOFF DATES (12:00 NOON)

PAFs, PDRs to the Control Unit	TIME REPORT FORMS TIME REPORTING SYSTEM	PAY DATE
<u>Friday</u>	<u>Monday</u>	<u>Friday</u>
Jan. 23, 2009	Feb. 02, 2009	Feb. 06, 2009
Feb. 06	Feb. 16	Feb. 20
Feb. 20	Mar. 02	Mar. 06
Mar. 06	Mar. 16	Mar. 20
Mar. 20	Mar. 30	Apr. 03
Apr. 03	Apr. 13	Apr. 17
Apr. 17	Apr. 27	May 01
May 01	May 11	May 15
May 14 (Thurs.)	May 22 (Fri.)	May 29
May 29	June 08	June 12
June 12	June 22	June 26
June 25 (Thurs.)	July 06	July 10
July 10	July 20	July 24

HOURLY CYCLE

Employee Types: 4-Casual Hourly; 5-Full Time Rutgers Student Hourly*; A-Tradespeople

CUTOFF DATES (12:00 NOON)

PAFs, PDRs to the Control Unit	TIME REPORT FORMS TIME REPORTING SYSTEM	PAY DATE
<u>Tuesday</u>	<u>Monday</u>	<u>Friday</u>
Feb. 03, 2009	Feb. 09, 2009	Feb. 13, 2009
Feb. 17	Feb. 23	Feb. 27
Mar. 03	Mar. 09	Mar. 13
Mar. 17	Mar. 23	Mar. 27
Mar. 31	Apr. 06	Apr. 10
Apr. 14	Apr. 20	Apr. 24
Apr. 28	May 04	May 08
May 12	May 18	May 22
May 26	June 01	June 05
June 09	June 15	June 19
June 22 (Mon.)	June 26 (Fri.)	July 03**
July 07	July 13	July 17
July 21	July 27	July 31

*Note: At the end of each semester, confirm Type 5 employees will continue as a full time Rutgers student. If no longer full time, complete a new PAF changing the employee type to 4.

**July 3, 2009 checks will be distributed on Thursday, July 2.