

Texas Wesleyan University Memorandum

To: Supervisors and Persons Responsible for Summary Timesheets

From: Payroll Office

Date: 12/5/2007

Re: Biweekly & Monthly Payroll Dates for Spring 2008

The following are due dates and pay dates for the spring semester for all employees and student workers. Payroll summary sheets for hourly employees must be turned in to the Business Office by **10:00 a.m.** on the biweekly dates listed below. *Monthly employees must turn in their blue sheets to payroll by the 5th of the month.*

Pay period ending dates	Summary Sheets Due	Pay Dates
12/29/07 & 01/05/08	1/07/08	1/11/08
01/12/08 & 01/19/08	***1/18/08***	1/25/08
01/26/08 & 02/02/08	2/04/08	2/08/08
02/09/08 & 02/16/08	2/18/08	2/22/08
02/23/08 & 03/01/08	3/03/08	3/07/08
03/08/08 & 03/15/08	***3/13/08***	3/19/08
03/22/08 & 03/29/08	3/28/08	4/03/08
04/05/08 & 04/12/08	4/14/08	4/18/08
04/19/08 & 04/26/08	4/28/08	5/02/08
05/03/08 & 05/10/08	5/12/08	5/16/08
05/17/08 & 05/24/08	5/26/08	5/30/08

Monthly Ending dates	Blue Sheets Due	Pay Dates
1/31/08	1/07/08	1/31/08
2/29/08	2/05/08	2/29/08
3/31/08	3/05/08	3/31/08
4/30/08	4/07/08	4/30/08
5/31/08	5/05/08	5/30/08

***Please note: Timesheets for the January 25th payroll will be due Friday, January 18th.**

***Please note: Timesheets for the March 19th payroll will be due on Thursday, March 13th.**

If you have any questions please call Lisa Wilks in Payroll at 531-4419.