

DATE: February 1st, 2008

TO: Vice President, Deans, Chairs, Unit Heads, and Secretaries

FROM: Reinalda Medina, Director of Human Resources

SUBJECT: Below are the timesheet submission dates for all Part Timers. This includes College Assistants, Student Aides, Non-Teaching Adjuncts and CEP Teachers. Please note that if you are unable to submit your timesheet in a timely manner, you will be paid on the next scheduled payroll.

Due to the rigid time and scheduling requirements involved in the processing of State Payroll there can be no deviation from the dates indicated below. The first column is the date your time sheets are due in Human Resources. The next column is the actual date you are getting paid and the last column is the date range that your timesheet should cover.

TIME SHEETS DUE IN OHR BY NOON ON:	PAYROLL PERIOD #	FOR THE PAYROLL TO BE ISSUED ON:	PAYROLL PERIOD COVERED
February 20 th , 2008	25	March 13 th , 2008	February 7 th – February 20 th 2008
March 5 th , 2008	26	March 27 th , 2008	February 21 st – March 5 th 2008
March 19 th , 2008	1	April 10 th , 2008	March 6 th – March 19 th 2008
April 2 nd , 2008	2	April 24 th , 2008	March 20 th – April 2 nd 2008
April 16 th , 2008	3	May 8 th , 2008	April 3 rd – April 16 th 2008
April 30 th , 2008	4	May 22 nd , 2008	April 17 th – April 30 th 2008
May 14 th , 2008	5	June 5 th , 2008	May 1 st – May 14 th 2008
May 28 th , 2008	6	June 19 th , 2008	May 15 th – May 28 th 2008
June 11 th , 2008	7	July 3 rd , 2008	May 29 th – June 11 th 2008
June 25 th , 2008	8	July 17 th , 2008	June 12 th – June 25 th 2008
July 9 th , 2008	9	July 31 st , 2008	**June 26 th – July 9 th 2008
July 23 rd , 2008	10	August 14 th , 2008	July 10 th – July 23 rd 2008
August 6 th , 2008	11	August 28 th , 2008	July 24 th – August 6 th 2008
August 20 th , 2008	12	September 11 th , 2008	August 7 th – August 20 th 2008
September 3 rd , 2008	13	September 25 th , 2008	August 21 st – September 3 rd 2008
September 17 th , 2008	14	October 9 th , 2008	September 4 th – September 17 th 2008
October 1 st , 2008	15	October 23 rd , 2008	September 18 th – October 1 st 2008
October 15 th , 2008	16	November 6 th , 2008	October 2 nd – October 15 th 2008
October 29 th , 2008	17	November 20 th , 2008	October 16 th – October 29 th 2008
November 12 th , 2008	18	December 4 th , 2008	October 30 th – November 12 th 2008
November 26 th , 2008	19	December 18 th , 2008	November 13 th – November 26 th 2008
*December 9 th , 2008	20	*December 31 st , 2008(Wed)	November 27 th – December 10 th 2008
*December 22 nd , 2008	21	January 15 th , 2009	December 11 th – December 24 th 2008
January 7 th , 2009	22	January 29 th , 2009	December 25 th – January 7 th 2009
January 21 st , 2009	23	February 12 th , 2009	January 8 th – January 21 st 2009
February 4 th , 2009	24	February 26 th , 2009	January 22 nd – February 4 th 2009

*** THE REQUEST FOR AN EARLY SUBMISSION DATE IS DUE EITHER TO A HOLIDAY THAT FALLS WITHIN THE PERIOD OR A MANDATE FROM ALBANY.**

PLEASE NOTE ** SUBMIT TWO TIME SHEETS FOR PAY PERIOD #9;

THE 1ST TIME SHEET DATED 6/26/08 – 6/30/08 & THE 2ND TIME SHEET DATED 7/1/08 – 7/09/08