

2007 PAY DATES			EARNED FOR PERIOD	Paperwork Due to HR by NOON		PAY PROCESS	
Jan-07	Fri	05 Bi-weekly	12/10 - 12/23	Wed	12/27	Tue	01/02
	Fri	12 Semi-monthly	01/01 - 01/15	Wed	01/03	Tue	01/09
	Fri	19 Bi-weekly	12/24 - 01/06	Wed	01/10	Tue	01/16
	Wed	31 Semi-monthly	01/16 - 01/31	Fri	01/19	Fri	01/26
Feb-07	Fri	02 Bi-weekly	01/07 - 01/20	Wed	01/24	Tue	01/30
	Thu	15 Semi-monthly	02/01 - 02/15	Mon	02/05	Mon	02/12
	Fri	16 Bi-weekly	01/21 - 02/03	Wed	02/07	Tue	02/13
	Wed	28 Semi-monthly	02/16 - 02/28	Fri	02/16	Fri	02/23
	Wed	28 End of Month	1st pay, Spr Sem	Fri	02/16	Fri	02/23
Mar-07	Fri	02 Bi-weekly	02/04 - 02/17	Wed	02/21	Tue	02/27
	Thu	15 Semi-monthly	03/01 - 03/15	Mon	03/05	Mon	03/12
	Fri	16 Bi-weekly	02/18 - 03/03	Wed	03/07	Tue	03/13
	Fri	30 Bi-weekly	03/04 - 03/17	Wed	03/21	Tue	03/27
	Fri	30 Semi-monthly	03/16 - 03/31	Wed	03/21	Tue	03/27
	Fri	30 End of Month	2nd pay, Spr Sem	Wed	03/21	Tue	03/27
Apr-07	Fri	13 Bi-weekly	03/18 - 03/31	Wed	04/04	Tue	04/10
	Fri	13 Semi-monthly	04/01 - 04/15	Wed	04/04	Tue	04/10
	Fri	27 Bi-weekly	04/01 - 04/14	Wed	04/18	Tue	04/24
	Mon	30 Semi-monthly	04/16 - 04/30	Thu	04/19	Wed	04/25
	Mon	30 End of Month	3rd pay, Spr Sem	Thu	04/19	Wed	04/25
May-07	Fri	11 Bi-weekly	04/15 - 04/28	Wed	05/02	Tue	05/08
	Tue	15 Semi-monthly	05/01 - 05/15	Fri	05/04	Thu	05/10
	Fri	25 Bi-weekly	04/29 - 05/12	Wed	05/16	Tue	05/22
	Thu	31 Semi-monthly	05/16 - 05/31	Fri	05/18	Fri	05/25
	Thu	31 End of Month	4th pay, Spr Sem	Fri	05/18	Fri	05/25
Jun-07	Fri	08 Bi-weekly	05/13 - 05/26	Wed	05/30	Tue	06/05
	Fri	15 Semi-monthly	06/01 - 06/15	Wed	06/06	Tue	06/12
	Fri	22 Bi-weekly	05/27 - 06/09	Wed	06/13	Tue	06/19
	Fri	29 Semi-monthly	06/16 - 06/30	Wed	06/20	Tue	06/26
	Fri	29 End of Month	1st pay, Sum Sem	Wed	06/20	Tue	06/26
Jul-07	Fri	06 Bi-weekly	06/10 - 06/23	Tue	06/26	Mon	07/02
	Fri	13 Semi-monthly	07/01 - 07/15	Wed	07/04	Tue	07/10
	Fri	20 Bi-weekly	06/24 - 07/07	Wed	07/11	Tue	07/17
	Tue	31 Semi-monthly	07/16 - 07/31	Fri	07/20	Thu	07/26
	Tue	31 End of Month	2nd pay, Sum Sem	Fri	07/20	Thu	07/26
Aug-07	Fri	03 Bi-weekly	07/08 - 07/21	Wed	07/25	Tue	07/31
	Wed	15 Semi-monthly	08/01 - 08/15	Fri	08/03	Fri	08/10
	Fri	17 Bi-weekly	07/22 - 08/04	Wed	08/08	Tue	08/14
	Fri	31 Bi-weekly	08/05 - 08/18	Wed	08/22	Tue	08/28
	Fri	31 Semi-monthly	08/16 - 08/31	Wed	08/22	Tue	08/28
	Fri	31 End of Month	3rd pay, Sum Sem	Wed	08/22	Tue	08/28
Sep-07	Fri	14 Bi-weekly	08/19 - 09/01	Wed	09/05	Tue	09/11
	Fri	14 Semi-monthly	09/01 - 09/15	Wed	09/05	Tue	09/11
	Fri	28 Bi-weekly	09/02 - 09/15	Wed	09/19	Tue	09/25
	Fri	28 Semi-monthly	09/16 - 09/30	Wed	09/19	Tue	09/25
	Fri	28 End of Month	1st pay, Fall Sem	Mon	09/17	Tue	09/25
Oct-07	Fri	12 Bi-weekly	09/16 - 09/29	Wed	10/03	Tue	10/09
	Mon	15 Semi-monthly	10/01 - 10/15	Thu	10/04	Wed	10/10
	Fri	26 Bi-weekly	09/30 - 10/13	Wed	10/17	Tue	10/23
	Wed	31 Semi-monthly	10/16 - 10/31	Fri	10/19	Fri	10/26
	Wed	31 End of Month	2nd pay, Fall Sem	Fri	10/19	Fri	10/26
Nov-07	Fri	09 Bi-weekly	10/14 - 10/27	Wed	10/31	Tue	11/06
	Thu	15 Semi-monthly	11/01 - 11/15	Fri	11/02	Fri	11/09
	Wed	21 Bi-weekly	10/28 - 11/10	Fri	11/09	Fri	11/16
	Fri	30 Semi-monthly	11/16 - 11/30	Wed	11/21	Tue	11/27
	Fri	30 End of Month	3rd pay, Fall Sem	Wed	11/21	Tue	11/27
Dec-07	Fri	07 Bi-weekly	11/11 - 11/24	Wed	11/28	Tue	12/04
	Fri	14 Semi-monthly	12/01 - 12/15	Wed	12/05	Tue	12/11
	Fri	21 Bi-weekly	11/25 - 12/08	Wed	12/12	Tue	12/18
	Mon	31 Semi-monthly	12/16 - 12/31	Thu	12/20	Wed	12/26
	Mon	31 End of Month	4th pay, Fall Sem	Thu	12/20	Wed	12/26

HR/Payroll paperwork may be forwarded to Human Resources through the established channels at any time prior to the due date for the appropriate pay. Paperwork for new hires should be received in Human Resources before the employee's first day of work.

Human Resources is committed to processing all paperwork in time for the listed pay process when materials are received by the established due date. When materials are received later, HR will make every effort to process the data in time for the pay if possible.

For academic term new hires, the actual first date of service must be identified in hiring documents submitted to HR. The beginning and ending dates of terms, based on the first and last day of classes are:

SEMESTER	START - STOP	End of Month Pays	SEM (Law)	START - STOP	End of Month Pays
Spring 07	01-13-07 to 05-11-07	Feb, Mar, Apr, May	Spring 07	01-08-07 to 05-11-07	Feb, Mar, Apr, May
Sum 07 (1st 6 wks)	05-19-07 to 06-29-07	Jun	Summer 07	05-21-07 to 07-12-07	Jun, Jul
Sum 07 (2nd 6 wks)	07-02-07 to 08-10-07	Jul, Aug			
Fall 07	08-25-07 to 12-15-07	Sep, Oct, Nov, Dec	Fall 07	08-20-07 to 12-19-07	Sep, Oct, Nov, Dec