

Monthly Pay Frequency - Associated Deadlines and Delivery Dates in 2009

Pay Period	Pay Dates		Sponsored Research Monthly Time Report Due in Payroll Office		Electronic Timekeeper and Approver Deadline	Date Upon Which Gross Pay Registers, Payroll Data Warehouse and View Paycheck are Available	
					MOR and MPP Paygroups 10am on *		
JANUARY	Friday	01-30-09	Wednesday	01-21-09	01-22-09	Friday	01-23-09
FEBRUARY	Friday	02-27-09	Wednesday	02-18-09	02-19-09	Friday	02-20-09
MARCH	Tuesday	03-31-09	Wednesday	03-25-09	03-26-09	Friday	03-27-09
APRIL	Thursday	04-30-09	Friday	04-24-09	04-27-09	Tuesday	04-28-09
MAY	Friday	05-29-09	Friday	05-22-09	05-26-09	Wednesday	05-27-09
JUNE	Tuesday	06-30-09	Wednesday	06-24-09	06-25-09	Friday	06-26-09
JULY	Friday	07-31-09	Wednesday	07-22-09	07-23-09	Friday	07-24-09
AUGUST	Monday	08-31-09	Wednesday	08-19-09	08-20-09	Friday	08-21-09
SEPTEMBER	Wednesday	09-30-09	Wednesday	09-23-09	09-24-09	Friday	09-25-09
OCTOBER	Friday	10-30-09	Monday	10-26-09	10-27-09	Wednesday	10-28-09
NOVEMBER	Monday	11-30-09	Monday	11-23-09	11-24-09	Wednesday	11-25-09
DECEMBER	Wednesday	12-23-09	Wednesday	12-16-09	12-17-09	Friday	12-18-09

* Variations to **MOR** employees' normal work schedules are reported and processed one month in arrears. For example, leave usage that occurs in January is reported by the 02-19-09 cutoff above and processed in the February monthly payroll.

Variations for **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported by the 01-22-09 cutoff above and processed in the January monthly payroll.