



Marywood

UNIVERSITY

Tutor and Note Taker Monthly Payroll Deadlines 2009-2010 Academic Year

<i>Monthly Pay Period End Date</i>	<i>Time Sheets due in Human Resources by 9AM</i>	<i>Pay Day</i>
09/19/09	09/22/09	10/02/09
10/17/09	10/20/09	10/30/09
11/21/09	11/24/09	12/11/09
12/26/09	12/23/09	01/08/10
01/23/10	01/26/10	02/05/10
02/20/10	02/23/10	03/05/10
03/20/10	03/23/10	04/02/10
04/17/10	04/20/10	04/30/10
05/22/10	05/25/10	06/11/10
06/30/10	07/01/10	07/09/10

You are encouraged to consider direct deposit of your pay. Direct deposit advices are available on line through the Employee Information System. Payroll checks are available at the Cashier's office on pay day. Any payroll checks remaining after 10 business days will be mailed.

If you have any questions, please stop in (LAC 86) or call the Human Resources Office at 348-6220. Thanks for your cooperation.