

Payroll date	Start date	End date	Due in payroll	Time
9.4.09	8.23.09	8.29.09	8.31.09	2:30pm
9.18.09	8.30.09	9.12.09	9.14.09	2:30pm
10.2.09	9.13.09	9.26.09	9.28.09	2:30pm
10.16.09	9.27.09	10.10.09	10.12.09	2:30pm
10.30.09	10.11.09	10.24.09	10.26.09	2:30pm
11.13.09	10.25.09	11.7.09	11.9.09	2:30pm
11.27.09	11.8.09	11.21.09	11.23.09	2:30pm
12.11.09	11.22.09	12.5.09	12.7.09	2:30pm
12.25.09	12.6.09	12.19.09	<b>12.11.09</b>	<b>10:00am</b>
1.8.10	12.20.09	1.2.10	1.4.10	2:30pm

Remember all cards disappear from web advisor for the student at 10:00am on the due date and they disappear for the supervisor at 2:30pm on the due date.

Note that the time cards for 12.25.09 are due early. Enter the hours you are scheduled to work. We can add additional hours to the next payroll.

Please remember that Nov 26 is Thanksgiving. There should be no hours entered for that day. Also the college usually closes between Christmas and New Years. If you are a student working over the semester break please do not enter hours for the Christmas holidays.

Thanks,  
Donna