

**Payroll Schedule, Overtime Periods and Due Dates for Employment Action Forms (EAFs)
Fiscal Year 2009**

Month	Semi-Monthly Payroll	Pay Period	Employment Action Forms Due to Human Resources by 9:00 a.m.	Includes Overtime Worked Between These Dates	No. of Weeks	Departments Key Time	Departments Pick Up Checks
July 2008 (Holiday 7/4)	#13	7/1 – 7/15	Thu., Jun. 26	6/15 - 6/28	2	Mon., Jul. 7	Tue., Jul. 15
	#14	7/16 – 7/31	Tue., Jul. 15	6/29 - 7/12	2	Wed., Jul. 23	Thu., Jul. 31
August 2008	#15	8/1 – 8/15	Thu., Jul. 31	7/13 - 7/26	2	Thu., Aug. 7	Fri., Aug. 15
	#16	8/16 – 8/31	Wed., Aug. 13	7/27 - 8/9	2	Thu., Aug. 21	Fri., Aug. 29
September 2008 (Holiday 9/1)	#17	9/1 – 9/15	Wed., Aug. 27	8/10 - 8/30	3	Fri., Sep. 5	Mon., Sep. 15
	#18	9/16 – 9/30	Fri., Sep. 12	8/31 - 9/13	2	Mon., Sep. 22	Tue., Sep. 30
October 2008	#19	10/1 – 10/15	Mon., Sep. 29	9/14 - 9/27	2	Mon., Oct. 6	Wed., Oct. 15
	#20	10/16 – 10/31	Wed., Oct. 15	9/28 - 10/11	2	Thu., Oct. 23	Fri., Oct. 31
November 2008 (Holiday 11/27-28)	#21	11/1 – 11/15	Thu., Oct. 30	10/12 - 10/25	2	Wed., Nov. 5	Fri., Nov. 14
	#22	11/16 – 11/30	Mon., Nov. 10	10/26 - 11/8	2	Tue., Nov. 18	Wed., Nov. 26
December 2008 (Holiday 12/23-31)	#23	12/1 – 12/15	Mon., Nov. 24	11/9 - 11/22	2	Thu., Dec. 4	Mon., Dec. 15
	#24	12/16 – 12/31	Wed., Dec. 3	11/23 - 12/6	2	Wed., Dec. 10	Thu., Dec. 18
January 2009 (Holiday 1/1-2 & 1/19)	#1	1/1 – 1/15	Wed., Dec. 17	12/7 - 12/27	3	Wed., Jan. 7	Thu., Jan. 15
	#2	1/16 – 1/31	Tue., Jan. 13	12/28 - 1/10	2	Thu., Jan. 22	Fri., Jan. 30
February 2009	#3	2/1 – 2/15	Wed., Jan. 28	1/11 - 1/24	2	Thu., Feb. 5	Fri., Feb. 13
	#4	2/16 – 2/28	Wed., Feb. 11	1/25 - 2/7	2	Thu., Feb. 19	Fri., Feb. 27
March 2009	#5	3/1 – 3/15	Wed., Feb. 25	2/8 - 2/21	2	Thu., Mar. 5	Fri., Mar. 13
	#6	3/16 – 3/31	Fri., Mar. 13	2/22 - 3/14	3	Mon., Mar. 23	Tue., Mar. 31
April 2009 (Holiday 4/10)	#7	4/1 – 4/15	Fri., Mar. 27	3/15 - 3/28	2	Mon., Apr. 6	Wed., Apr. 15
	#8	4/16 – 4/30	Tue., Apr. 14	3/29 - 4/11	2	Wed., Apr. 22	Thu., Apr. 30
May 2009 (Holiday 5/25)	#9	5/1 – 5/15	Wed., Apr. 29	4/12 - 4/25	2	Thu., May. 7	Fri., May 15
	#10	5/16 – 5/31	Tue., May. 12	4/26 - 5/9	2	Wed., May. 20	Fri., May 29
June 2009	#11	6/1 – 6/15	Thu., May. 28	5/10 - 5/30	3	Fri., Jun. 5	Mon., Jun. 15
	#12	6/16 – 6/30	Fri., Jun. 12	5/31 - 6/13	2	Mon., Jun. 22	Tue., Jun. 30