

### FY'09 Non-Exempt Personnel Action Deadline and Payroll Calendar

Personnel Transaction are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order for Personnel Actions to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt PAR Deadline	Beginning of Pay Period	End of Pay Period	Non-Exempt Lockout	Time Keeping Close Out		Non-Exempt Pre-Payroll Mailed	Non-Exempt Pay Day	Benefit Deduction	Holidays During Pay Period
				Week 1	Week 2				
<b>July 2008 through December 2008</b>									
06/24/08	06/15/08	06/28/08	07/01/08	06/23/08	06/30/08	07/03/08	07/03/08	1st	
07/08/08	06/29/08	07/12/08	07/15/08	07/07/08	07/14/08		07/18/08	2nd	July 4th 7/4/08
07/22/08	07/13/08	07/26/08	07/29/08	07/21/08	07/28/08	08/01/08	08/01/08	1st	
08/05/08	07/27/08	08/09/08	08/12/08	08/04/08	08/11/08		08/15/08	2nd	
08/19/08	08/10/08	08/23/08	08/26/08	08/18/08	08/25/08		08/29/08	n/a	
09/02/08	08/24/08	09/06/08	09/09/08	09/02/08	09/08/08	09/12/08	09/12/08	1st	Labor Day 9/1/08
09/16/08	09/07/08	09/20/08	09/23/08	09/15/08	09/22/08		09/26/08	2nd	
09/30/08	09/21/08	10/04/08	10/07/08	09/29/08	10/06/08	10/10/08	10/10/08	1st	
10/14/08	10/05/08	10/18/08	10/21/08	10/13/08	10/20/08		10/24/08	2nd	
10/28/08	10/19/08	11/01/08	11/04/08	10/27/08	11/03/08	11/07/08	11/07/08	1st	
11/11/08	11/02/08	11/15/08	11/18/08	11/10/08	11/17/08		11/21/08	2nd	
11/25/08	11/16/08	11/29/08	12/02/08	11/24/08	12/01/08	12/05/08	12/05/08	1st	Thanksgiving Holiday 11/27 & 11/28/08
12/09/08	11/30/08	12/13/08	12/16/08	12/08/08	12/15/08		12/19/08	2nd	
12/23/08	12/14/08	12/27/08	12/30/08	12/22/08	12/29/08	01/02/09	01/02/09	1st	Christmas Holiday 12/24 & 12/25/08
<b>January 2009 through June 2009</b>									
01/06/09	12/28/08	01/10/09	01/13/09	01/05/09	01/12/09		01/16/09	2nd	New Year's 1/1/09
01/20/09	01/11/09	01/24/09	01/27/09	01/20/09	01/26/09		01/30/09	n/a	MLK 1/19/09
02/03/09	01/25/09	02/07/09	02/10/09	02/02/09	02/09/09	02/13/09	02/13/09	1st	
02/17/09	02/08/09	02/21/09	02/24/09	02/16/09	02/23/09		02/27/09	2nd	
03/03/09	02/22/09	03/07/09	03/10/09	03/02/09	03/09/09	03/13/09	03/13/09	1st	
03/17/09	03/08/09	03/21/09	03/24/09	03/16/09	03/23/09		03/27/09	2nd	
03/31/09	03/22/09	04/04/09	04/07/09	03/30/09	04/06/09	04/10/09	04/10/09	1st	
04/14/09	04/05/09	04/18/09	04/21/09	04/13/09	04/20/09		04/24/09	2nd	
04/28/09	04/19/09	05/02/09	05/05/09	04/27/09	05/04/09	05/08/09	05/08/09	1st	
05/12/09	05/03/09	05/16/09	05/19/09	05/11/09	05/18/09		05/22/09	2nd	
05/26/09	05/17/09	05/30/09	06/02/09	05/26/09	06/01/09	06/05/09	06/05/09	1st	Memorial Day 5/25/09
06/09/09	05/31/09	06/13/09	06/16/09	06/08/09	06/15/09		06/19/09	2nd	
06/23/09	06/14/09	06/27/09	06/30/09	06/22/09	06/29/09	07/03/09	07/03/09	1st	