

To: All staff members
 From: Kirk Simmet, Manager, Payroll Services
 Date: December 16, 2002
 Subject: **2003 Administrative Pay Schedule (Pay ID 40)**

Listed below is the 2003 Exempt and Administrative pay schedule along with the corresponding deadlines for time reports.

Please remember that payment cannot be made on the pay date indicated if information is received after the specified deadline.

If you anticipate any problems meeting a deadline, please call me at extension 9-4617. Thank you for your assistance and cooperation. *All deadlines are 11:00AM.*

Pay #	Pay Period			PAF's to HR Dept.	Timesheets to Payroll	Pay Date	
	Begin	-	End				
1	12/23	-	01/05	12/31/02	01/06/03	01/10/03	Holiday Schedule
2	01/06	-	01/19	01/14/03	01/17/03	01/24/03	Holiday Schedule
3	01/20	-	02/02	01/29/03	02/03/03	02/07/03	
4	02/03	-	02/16	02/12/03	02/17/03	02/21/03	
5	02/17	-	03/02	02/26/03	03/03/03	03/07/03	
6	03/03	-	03/16	03/12/03	03/17/03	03/21/03	
7	03/17	-	03/30	03/26/03	03/31/03	04/04/03	
8	03/31	-	04/13	04/08/03	04/11/03	04/17/03	Holiday Schedule
9	04/14	-	04/27	04/23/03	04/28/03	05/02/03	
10	04/28	-	05/11	05/07/03	05/12/03	05/16/03	
11	05/12	-	05/25	05/20/03	05/23/03	05/30/03	Holiday Schedule
12	05/26	-	06/08	06/04/03	06/09/03	06/13/03	
13	06/09	-	06/22	06/18/03	06/23/03	06/27/03	
14	06/23	-	07/06	07/01/03	07/07/03	07/11/03	Holiday Schedule
15	07/07	-	07/20	07/16/03	07/21/03	07/25/03	
16	07/21	-	08/03	07/30/03	08/04/03	08/08/03	
17	08/04	-	08/17	08/13/03	08/18/03	08/22/03	
18	08/18	-	08/31	08/26/03	08/29/03	09/05/03	Holiday Schedule
19	09/01	-	09/14	09/10/03	09/15/03	09/19/03	
20	09/15	-	09/28	09/24/03	09/29/03	10/03/03	
21	09/29	-	10/12	10/08/03	10/13/03	10/17/03	
22	10/13	-	10/26	10/22/03	10/27/03	10/31/03	
23	10/27	-	11/09	11/05/03	11/10/03	11/14/03	
24	11/10	-	11/23	11/17/03	11/20/03	11/26/03	Holiday Schedule
25	11/24		12/07	12/03/03	12/08/03	12/12/03	
26	12/08	-	12/21	12/12/03	12/17/03	12/23/03	Holiday Schedule

Please honor schedule – your employees deserve to be paid. Schedule subject to change as necessary.

*Please note: Blank W-4, Time Sheets, additional copies of the Pay Schedule, and Direct Deposit sign-up forms are available on our web site: www.payroll.villanova.edu