

To: All staff members
 From: Kirk Simmet, Manager, Payroll Services
 Date: November 29, 2007
 Subject: **2008 Administrative Pay Schedule (Pay ID 40)**

Listed below is the 2008 Exempt and Administrative employee 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				
26	12/03	-	12/16	12/12/07	12/17/07	12/21/07	Last Pay In 2007
1	12/17	-	12/30	12/13/07	12/19/07	1/ 4/08	Holiday Schedule
2	12/31	-	1/13	1/ 9/08	1/14/08	1/18/08	
3	1/14	-	1/27	1/23/08	1/28/08	2/ 1/08	
4	1/28	-	2/10	2/ 6/08	2/11/08	2/15/08	
5	2/11	-	2/24	2/20/08	2/25/08	2/29/08	no medical/dental
6	2/25	-	3/ 9	3/ 5/08	3/10/08	3/14/08	
7	3/10	-	3/23	3/17/08	3/20/08	3/28/08	Holiday Schedule
8	3/24	-	4/ 6	4/ 2/08	4/ 7/08	4/11/08	
9	4/ 7	-	4/20	4/16/08	4/21/08	4/25/08	
10	4/21	-	5/ 4	4/30/08	5/ 5/08	5/ 9/08	
11	5/ 5	-	5/18	5/14/08	5/19/08	5/23/08	
12	5/19	-	6/ 1	5/28/08	6/ 2/08	6/ 6/08	
13	6/ 2	-	6/15	6/11/08	6/16/08	6/20/08	
14	6/16	-	6/29	6/24/08	6/27/08	7/ 3/08	Holiday Schedule
15	6/30	-	7/13	7/ 9/08	7/14/08	7/18/08	
16	7/14	-	7/27	7/23/08	7/28/08	8/ 1/08	
17	7/28	-	8/10	8/ 6/08	8/11/08	8/15/08	
18	8/11	-	8/24	8/20/08	8/25/08	8/29/08	no medical/dental
19	8/25	-	9/ 7	9/ 3/08	9/ 8/08	9/12/08	
20	9/ 8	-	9/21	9/17/08	9/22/08	9/26/08	
21	9/22	-	10/ 5	10/ 1/08	10/ 6/08	10/10/08	
22	10/ 6	-	10/19	10/15/08	10/20/08	10/24/08	
23	10/20	-	11/ 2	10/29/08	11/ 3/08	11/ 7/08	
24	11/ 3	-	11/16	11/12/08	11/17/08	11/21/08	
25	11/17	-	11/30	11/24/08	12/ 1/08	12/ 5/08	Holiday Schedule
26	12/ 1	-	12/14	12/10/08	12/15/08	12/19/08	Last Pay In 2008

Please honor schedule – your employees deserve to be paid. Schedule may be subject to change as necessary. Schedule change notifications will be sent via campus e-mail to all staff employees.

*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