

VILLANOVA UNIVERSITY  
PAYROLL OFFICE

PLEASE POST IMMEDIATELY

To: Vice Presidents, Deans, Directors and Department Heads  
From: Kirk Simmet, Manager, Payroll Services  
Date: November 29, 2007  
Subject: **2008 Faculty and Graduate Assistant Pay Schedule (Pay ID 42)**

Listed below is the 2008 Faculty and Graduate Assistant pay schedule along with the corresponding deadlines for payroll information.

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

<u>Payday</u>	<u>Deadline to Payroll</u>	<u>Notes</u>
1/31/08	<b>1/14/08</b>	
2/29/08	2/15/08	
3/31/08	<b>3/14/08</b>	
4/30/08	4/15/08	
5/30/08	5/15/08	
6/30/08	<b>6/13/08</b>	Summer Session I
7/31/08	7/15/08	Summer Session II
8/29/08	<b>8/13/08</b>	
9/30/08	<b>9/12/08</b>	<b>Early deadline due to high volume</b>
10/31/08	10/15/08	
<b>11/26/08</b>	<b>11/12/08</b>	<b>Early deadline</b>
<b>12/23/08</b>	<b>12/ 8/08</b>	<b>Early Deadline due to Holiday Schedule</b>

Please honor schedule -- your employees deserve to be paid. Schedule may be subject to change. Items in **bold** indicate an accelerated schedule.

\*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](http://www.payroll.villanova.edu)