

**VILLANOVA UNIVERSITY
PAYROLL OFFICE**

PLEASE POST IMMEDIATELY

To: Time Clock Areas
 From: Kirk Simmet, Manager, Payroll Services
 Date: November 29, 2007
 Subject: **2008 Service Pay Schedule (Pay ID 44)**

Listed below is the 2008 Service 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.

Deadline to payroll is 12:00PM except as noted.

If you anticipate any problems meeting a deadline, please call me at extension 9-4617. Thank you for your assistance and cooperation.

Pay #	Pay Period			PAF's to HR Dept.	Time Clock to Payroll	Pay Date
	Begin	-	End			
26	12/10	-	12/23	12/1207	12/17/07(11:00AM)	12/21/07
1	12/24	-	1/ 6	1/ 2/08	1/ 7/08	1/11/08
2	1/ 7	-	1/20	1/15/08	1/22/08(11:00AM)	1/25/08
3	1/21	-	2/ 3	1/30/08	2/ 4/08	2/ 8/08
4	2/ 4	-	2/17	2/13/08	2/18/08	2/22/08
5	2/18	-	3/ 2	2/27/08	3/ 3/08	3/ 7/08
6	3/ 3	-	3/16	3/11/08	3/17/08(11:00AM)	3/20/08
7	3/17	-	3/30	3/26/08	3/31/08	4/ 4/08
8	3/31	-	4/13	4/ 9/08	4/14/08	4/18/08
9	4/14	-	4/27	4/23/08	4/28/08	5/ 2/08
10	4/28	-	5/11	5/ 7/08	5/12/08	5/16/08
11	5/12	-	5/25	5/20/08	5/27/08(11:00AM)	5/30/08
12	5/26	-	6/ 8	6/ 4/08	6/ 9/08	6/13/08
13	6/ 9	-	6/22	6/18/08	6/23/08	6/27/08
14	6/23	-	7/ 6	7/ 1/08	7/ 7/08	7/11/08
15	7/ 7	-	7/20	7/16/08	7/21/08	7/25/08
16	7/21	-	8/ 3	7/30/08	8/ 4/08	8/ 8/08
17	8/ 4	-	8/17	8/13/08	8/18/08	8/22/08
18	8/18	-	8/31	8/26/08	9/ 2/08(11:00AM)	9/ 5/08
19	9/ 1	-	9/14	9/10/08	9/15/08	9/19/08
20	9/15	-	9/28	9/24/08	9/29/08	10/ 3/08
21	9/29	-	10/12	10/ 8/08	10/13/08	10/17/08
22	10/13	-	10/26	10/22/08	10/27/08	10/31/08
23	10/27	-	11/ 9	11/ 5/08	11/10/08	11/14/08
24	11/10	-	11/23	11/17/08	11/24/08(11:00AM)	11/26/08
25	11/24	-	12/ 7	12/ 3/08	12/ 8/08	12/12/08
26	12/ 8	-	12/21	12/12/08	12/17/08	12/23/08

Please honor schedule. Schedule subject to change as necessary. Schedule change will be sent via e-mail to each clock area manager. 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