

## 2009 PAYROLL PROCESSING SCHEDULE

### BIWEEKLY PAYROLL

	PAPERWORK DUE TO HR	DEADLINE FOR TAS 2:00 PM	PAY REQUESTS DUE TO PAYROLL AT 5:00 PM	PAYROLL RUN DATE	PAY DATE
PAY PERIOD					
12/14/2008 - 12/27/2008	12/22/08	12/29/08	12/29/08	12/30/08	01/02/09
12/28/2008 - 01/10/2009	01/08/09	01/12/09	01/12/09	01/13/09	01/16/09
01/11/2008 - 01/24/2009	01/22/09	01/26/09	01/26/09	01/27/09	01/30/09
01/25/2009 - 02/07/2009	02/05/09	02/09/09	02/09/09	02/10/09	02/13/09
02/08/2009 - 02/21/2009	02/19/09	02/23/09	02/23/09	02/24/09	02/27/09
02/22/2009 - 03/07/2009	03/05/09	03/09/09	03/09/09	03/10/09	03/13/09
03/08/2009 - 03/21/2009	03/19/09	03/23/09	03/23/09	03/24/09	03/27/09
03/22/2009 - 04/04/2009	04/02/09	04/06/09	04/06/09	04/07/09	04/10/09
04/05/2009 - 04/18/2009	04/16/09	04/20/09	04/20/09	04/21/09	04/24/09
04/19/2009 - 05/02/2009	04/30/09	05/04/09	05/04/09	05/05/09	05/08/09
05/03/2009 - 05/16/2009	05/14/09	05/18/09	05/18/09	05/19/09	05/22/09
05/17/2009 - 05/30/2009	05/28/09	06/01/09	06/01/09	06/02/09	06/05/09
05/31/2009 - 06/13/2008	06/11/09	06/15/09	06/15/09	06/16/09	06/19/09
06/14/2009 - 06/27/2009	06/24/09	*	*	06/29/09	07/02/09
06/28/2009 - 07/11/2009	07/09/09	07/13/09	07/13/09	07/14/09	07/17/09
07/12/2009 - 07/25/2009	07/23/09	07/27/09	07/27/09	07/28/09	07/31/09
07/26/2009 - 08/08/2009	08/06/09	08/10/09	08/10/09	08/11/09	08/14/09
08/09/2009 - 08/22/2009	08/20/09	08/24/09	08/24/09	08/25/09	08/28/09
08/23/2009 - 09/05/2009	09/01/09	**	**	09/07/09	09/11/09
09/06/2008 - 09/19/2009	09/16/09	09/21/09	09/21/09	09/22/09	09/25/09
09/20/2009 - 10/03/2009	10/01/09	10/05/09	10/05/09	10/06/09	10/09/09
10/04/2009 - 10/17/2009	10/15/09	10/19/09	10/19/09	10/20/09	10/23/09
10/18/2009 - 10/31/2009	10/29/09	11/02/09	11/02/09	11/03/09	11/06/09
11/01/2009 - 11/14/2009	11/12/09	11/16/09	11/16/09	11/17/09	11/20/09
11/15/2009 - 11/28/2009	11/24/09	11/30/09	11/30/09	12/01/09	12/04/09
11/29/2009 - 12/12/2009	12/10/09	12/14/09	12/14/09	12/15/09	12/18/09
12/13/2009 - 12/26/2009	12/21/09	***	***	12/28/09	****12/31/2009

\* Holiday Change, TAS due 06/29/09 at 10:00 am, Pay Request due 9:00 am

\*\* Holiday Change and Project Compass, Pay Requests & TAS due 09/07/09 at 10:00 am

\*\*\* Holiday Change, TAS due 12/28/09/08/09 at 10:00 am, Pay Request due 9:00 am

\*\*\*\* The last Bi-weekly and Monthly Payroll paid dates will fall on an Emory Holiday. Banks are open for direct deposit. Check will be available on 12/30/08 after 2PM.

### Supplemental Payrolls

### MONTHLY PAYROLL SCHEDULE

PAY PERIOD	PAPERWORK DUE TO HR	PAYROLL RUN DATE	PAY DATE	PAY REQUESTS DUE BY 5:00 PM	RUN DATE	PAY DATE
January-09	01/16/09	01/22/09	01/30/09	01/07/09	01/08/09	01/15/09
February-09	02/17/09	02/20/09	02/27/09	02/06/09	02/09/09	02/13/09
March-09	03/23/09	03/26/09	03/31/09	03/06/09	03/09/09	03/13/09
April-09	04/20/09	04/23/09	04/30/09	04/08/09	04/09/09	04/15/09
May-09	05/22/09	05/26/09	05/29/09	05/11/09	05/12/09	05/15/09
June-09	06/22/09	06/25/09	06/30/09	06/09/09	06/10/09	06/15/09
July-09	07/17/09	07/23/09	07/31/09	07/08/09	07/09/09	07/15/09
August-09	08/17/09	08/21/09	08/31/09	08/06/09	08/07/09	08/14/09
September-09	09/18/09	09/24/09	09/30/09	09/09/09	09/10/09	09/15/09
October-09	10/22/09	10/27/09	10/30/09	10/09/09	10/12/09	10/15/09
November-09	11/19/09	11/24/09	11/30/09	11/09/09	11/10/09	11/13/09
December-09	12/17/09	12/22/09	****12/31/2009	12/09/09	12/10/09	12/15/09

\* Please Note: All Pay Requests are due in the Payroll Dept by 5:00pm the day before the Payroll Run Date. Any requests received after the date will be processed in the next available cycle.

**MONTHLY PAYROLL SCHEDULE FOR TEC DOCs**

<b>PAY PERIOD</b>	<b>HR PAPERWORK TO TEC FINANCE</b>	<b>PAPERWORK DUE TO HR</b>	<b>FINANCE REQUESTS DUE TO TEC ADMIN</b>	<b>PAPERWORK DUE IN EU PAYROLL</b>	<b>PAYROLL RUN DATE</b>	<b>PAY DATE</b>
January-09	01/08/09	01/16/09	01/15/09	01/21/09	01/22/09	01/30/09
February-09	02/09/09	02/17/09	02/16/09	02/19/09	02/20/09	02/27/09
March-09	03/13/09	03/23/09	03/20/09	03/25/09	03/26/09	03/31/09
April-09	04/10/09	04/20/09	04/17/09	04/22/09	04/23/09	04/30/09
May-09	05/12/09	05/20/09	05/19/09	05/22/09	05/26/09	05/29/09
June-09	06/12/09	06/22/09	06/19/09	06/24/09	06/25/09	06/30/09
July-09	07/09/09	07/17/09	07/17/09	07/22/09	07/23/09	07/31/09
August-09	08/10/09	08/17/09	08/18/09	08/20/09	08/21/09	08/31/09
September-09	09/10/09	09/18/09	09/18/09	09/23/09	09/24/09	09/30/09
October-09	10/14/09	10/22/09	10/21/09	10/26/09	10/27/09	10/30/09
November-09	11/12/09	11/19/09	11/18/09	11/23/09	11/24/09	11/30/09
December-09	12/09/09	12/17/09	12/16/09	12/21/09	12/22/09	12/31/09

**Supplemental Payrolls**

<b>REQUESTS DUE TO TO TEC ADMIN</b>	<b>PAY REQUESTS DUE IN PAYROLL 5PM</b>	<b>RUN DATE</b>	<b>PAY DATE</b>
1/2/2009	01/07/09	<b>01/08/09</b>	01/15/09
2/3/2009	02/06/09	<b>02/09/09</b>	02/13/09
3/3/2009	03/06/09	<b>03/09/09</b>	03/13/09
4/3/2009	04/08/09	<b>04/09/09</b>	04/15/09
5/6/2009	05/11/09	<b>05/12/09</b>	05/15/09
6/4/2009	06/09/09	<b>06/10/09</b>	06/15/09
7/2/2009	07/08/09	<b>07/09/09</b>	07/15/09
8/3/2009	08/06/09	<b>08/07/09</b>	08/14/09
9/4/2009	09/09/09	<b>09/10/09</b>	09/15/09
10/6/2009	10/09/09	<b>10/12/09</b>	10/15/09
11/4/2009	11/09/09	<b>11/10/09</b>	11/13/09
12/4/2009	12/09/09	<b>12/10/09</b>	12/15/09