

**2009
SCHEDULE I**

Monthly "Exception" Time Reporting, Subs 0

MONTH OF EARNINGS	COMP PLAN PAF FORMS DUE IN DEAN'S OFFICE/PERSONNEL @ NOON	CHECK RELEASE DATE
January	01/15/09	01/30/09
February	02/13/09	02/27/09
March	03/13/09	04/01/09
April	04/15/09	05/01/09
May	05/15/09	06/01/09
June	06/15/09	07/01/09
July	07/15/09	07/31/09
August	08/14/09	09/01/09
September	09/15/09	10/01/09
October	10/15/09	10/30/09
November	11/13/09	12/01/09
December	12/15/09	01/01/10

* Earlier deadlines may apply in months of heavier activity

**2009
SCHEDULE II**

Leave Reporting Worksheets - Monthly

MONTH	Leave Reporting Worksheets Available to Departments	Leave Reporting Worksheets Due in Payroll Office at 11:00 a.m.
January	01/27/09	02/12/09
February	02/24/09	03/12/09
March	03/25/09	04/15/09
April	04/28/09	05/13/09
May	05/27/09	06/15/09
June	06/26/09	07/15/09
July	07/28/09	08/14/09
August	08/27/09	09/15/09
September	09/28/09	10/14/09
October	10/27/09	11/13/09
November	11/24/09	12/14/09
December	12/23/09	01/13/10

2009
SCHEDULE III
Leave Reporting Worksheets - Bi Weekly

Quadriweekly Accrual Period	Leave Reporting Worksheets Available to Departments	Leave Reporting Worksheets Due in Payroll Office at 11:00 a.m.
12/14-08-01/10/09	01/15/09	01/28/09
01/11/09-02/07/09	02/12/09	02/25/09
02/08/09-03/07/09	03/13/09	03/24/09
03/08/09-04/04/09	04/10/09	04/22/09
04/05/09-05/02/09	05/08/09	05/19/09
05/03/09-05/30/09	06/05/09	06/17/09
05/31/09-06/27/09	07/02/09	07/15/09
06/28/09-07/25/09	07/31/09	08/12/09
07/26/09-08/22/09	08/28/09	09/09/09
08/23/09-09/19/09	09/25/09	10/07/09
09/20/09-10/17/09	10/23/09	11/03/09
10/18/09-11/14/09	11/20/09	12/02/09
11/15/09-12/12/09	12/18/09	12/28/09
12/13/09-01/09/10	01/14/10	01/28/10