



**COLLEGE OF
SOUTHERN
IDAHO**

Payroll Office

TO: ALL CSI EMPLOYEES
FROM: KIM FULTZ, PAYROLL MANAGER
RE: 2009 PAY DATES AND TIMESHEET DEADLINE DATES

The following is a schedule of pay dates and the dates that Regular and Workstudy timesheets are due in the Human Resource Office for 2009:

Month	Timesheets due in Human Resource Office	Pay Date
January 2009	January 12	January 23
February 2009	February 12	February 25
March 2009	March 13	March 25
April 2009	April 14	April 24
May 2009	May 12	*May 22
June 2009	June 15	June 25
June 16-30 th EOY 2009	June 30	July 24
July 2009	July 14	July 24
August 2009	August 13	August 25
September 2009	September 15	September 25
October 2009	October 13	October 23
November 2009	November 12	*November 24
December 2009	December 7	*December 16

*Early pay date due to Holiday.

Because we have very strict deadlines due to direct deposit, federal withholding deposit, etc., it will be impossible to process late timesheets. Timesheets received in the Human Resource Office after the due date will not be processed until the following month. All payroll changes, new hires and overload agreements must be received 5 days prior to the timesheet due date of each month in order to be set up for the current month's payroll.