

**Texas Lutheran University
Student Payroll Calendar
June 2009- May 2010**

PAY PERIOD BEGINS	PAY PERIOD ENDS	TIME SHEETS DUE By 1:00 P.M.	<i>See Notes Below</i>	PAYCHECK ISSUE DATE	<i>See Notes Below</i>	PAY CYCLE
Summer Semester						
05/23/09	06/05/09	06/08/09		06/19/09		0903013
06/06/09	06/19/09	06/22/09		07/02/09	#	0903014
06/20/09	07/03/09	07/06/09		07/17/09		0903015
07/04/09	07/17/09	07/20/09		07/31/09		0903016
07/18/09	07/31/09	08/03/09		08/14/09		0903017
08/01/09	08/14/09	08/17/09		08/28/09		0903018
FALL SEMESTER						
08/15/09	08/28/09	08/31/09		09/11/09		0903019
08/29/09	09/11/09	09/14/09		09/25/09		0903020
09/12/09	09/25/09	09/28/09		10/09/09		0903021
09/26/09	10/09/09	10/12/09		10/23/09		0903022
10/10/09	10/23/09	10/26/09		11/06/09		0903023
10/24/09	11/06/09	11/09/09		11/20/09		0903024
11/07/09	11/20/09	11/23/09		12/04/09		0903025
11/21/09	12/04/09	12/07/09		12/18/09		0903026
12/05/09	12/18/09	12/21/09		12/30/09	#	0903027
12/19/09	01/01/10	01/04/10		01/15/10		1003001
SPRING SEMESTER						
01/02/10	01/15/10	01/18/10		01/29/10		1003002
01/16/10	01/29/10	02/01/10		02/12/10		1003003
01/30/10	02/12/10	02/15/10		02/26/10		1003004
02/13/10	02/26/10	03/01/10		03/12/10		1003005
02/27/10	03/12/10	03/15/10		03/26/10		1003006
03/13/10	03/26/10	03/29/10		04/09/10		1003007
03/27/10	04/09/10	04/12/10		04/23/10		1003008
04/10/10	04/23/10	04/26/10		05/07/10		1003009
04/24/10	05/07/10	05/10/10		05/21/10		1003010
05/08/10	05/21/10	5/24//10		06/04/10	@	1003011

Employment requirements:

All students must complete the employment forms W-4 and I-9 prior to beginning work. Supervisors may contact the Payroll

Time sheet requirements:

Time sheets must be received by the Business Office by 1:00pm on the time sheet due date. A time sheet must be submitted
All checks will be available for students to pick up at the cashier's window in the Business Office by 10:00am on the Paycheck

@ - The checks for these pay periods will be mailed to the student's permanent address if they are not picked up by 3:00.

- The pay date for this pay period is **earlier** than usual due to TLU's observance of a holiday.

** - The timesheets for this pay period are due to the Business Office at a **later date** than usual due to TLU's observance of Holidays