



7/14/2010

TO: Casual Employees

SUBJECT: Schedule for Submission of Hourly Timesheets for FY June 2010 – January 2011.

PAY PERIOD		DEADLINE FOR TIMESHEETS	PAYDAY
July 5	- July 18	12:00 Noon, Friday, July 16	July 23
July 19	- August 1	12:00 Noon, Friday, July 30	August 6
August 2	- August 15	12:00 Noon, Friday, August 13	August 20
August 16	- August 29	12:00 Noon, Friday, August 27	September 3
August 30	- September 12	12:00 Noon, Friday, September 10	September 17
September 13	- September 26	12:00 Noon, Friday, September 24	October 1
September 27	- October 10	12:00 Noon, Friday, October 8	October 15
October 11	- October 24	12:00 Noon, Friday, October 22	October 29
October 25	- November 7	12:00 Noon, Friday, November 5	November 12
November 8	- November 21	12:00 Noon, Friday, November 19	November 24
November 22	- December 5	12:00 Noon, Friday, December 3	December 10
December 6	- December 19	12:00 Noon, Friday, December 17	December 23
December 20	- January 2	12:00 Noon, WEDNESDAY, December 29	January 7
January 3	- January 16	12:00 Noon, THURSDAY, January 13	January 21
January 17	- January 30	12:00 Noon, Friday, January 28	February 4

We will provide you with a continuing schedule of the payroll closing dates.

Find this schedule on the LDEO web site at:

<http://www.ldeo.columbia.edu/campus-services/administration/human-resources/payroll-information>

LDEO Human Resources