

**2010 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE**

Pay Period	HOURLY TIMESHEETS 2 WEEKS ENDING SATURDAY	SALARY TIMESHEETS 2 WEEKS ENDING SATURDAY	REGULAR SALARY 2 WEEKS ENDING SATURDAY	All TIMESHEETS DUE FRIDAY 4:00pm	PAYDAY Friday	
1	9-Jan	2-Jan	16-Jan	8-Jan	15-Jan	
2	23-Jan	16-Jan	30-Jan	22-Jan	29-Jan	
3	6-Feb	30-Jan	13-Feb	5-Feb	12-Feb	
4	20-Feb	13-Feb	27-Feb	19-Feb	26-Feb	
		<i>Note: February 15-26**** 2010 Winter Games</i>				
5	6-Mar	27-Feb	13-Mar	5-Mar	12-Mar	
6	20-Mar	13-Mar	27-Mar	19-Mar	26-Mar	
7***	3-Apr	27-Mar	10-Apr	2-Apr	9-Apr	
8	17-Apr	10-Apr	24-Apr	16-Apr	23-Apr	
9	1-May	24-Apr	8-May	30-Apr	7-May	
10	15-May	8-May	22-May	14-May	21-May	
11	29-May	22-May	5-Jun	28-May	4-Jun	
12	12-Jun	5-Jun	19-Jun	11-Jun	18-Jun	
13	26-Jun	19-Jun	3-Jul	25-Jun	2-Jul	
14	10-Jul	3-Jul	17-Jul	9-Jul	16-Jul	
15	24-Jul	17-Jul	31-Jul	23-Jul	30-Jul	
16	7-Aug	31-Jul	14-Aug	6-Aug	13-Aug	
17	21-Aug	14-Aug	28-Aug	20-Aug	27-Aug	
18	4-Sep	28-Aug	11-Sep	3-Sep	10-Sep	
19	18-Sep	11-Sep	25-Sep	17-Sep	24-Sep	
		<i>October is Canada Savings Bond Month</i>				
20	2-Oct	25-Sep	9-Oct	1-Oct	8-Oct	
21	16-Oct	9-Oct	23-Oct	15-Oct	22-Oct	
22	30-Oct	23-Oct	6-Nov	29-Oct	5-Nov	
23	13-Nov	6-Nov	20-Nov	12-Nov	19-Nov	
24	27-Nov	20-Nov	4-Dec	26-Nov	3-Dec	
25	11-Dec	4-Dec	18-Dec	10-Dec	17-Dec	
26	25-Dec	18-Dec	1-Jan	24-Dec	31-Dec	

**2010 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE**

**** PAY DAY – EARLY CUT-OFF DATE FOR STATUTORY HOLIDAYS**

When Statutory Holidays occurs during the pay period the Payroll Cutoff will be advanced by one business day.

- First Monday** of the **Bi-Weekly** Payroll cycle **APPOINTMENT FORMS** are due by **12:00 PM Noon**

- FPP4's / Research Appointments for Fund 30 series to Research Accounting.

- 4:30PM - First Tuesday** of the **Bi-Weekly** Payroll cycle **APPOINTMENT FORMS** are due.

- PARs to Human Resources

- FPP4s for Fund 13 and Fund 20 series to Specific Purpose Accounting

- 4:30PM - First Wednesday** of the **Bi-Weekly** Payroll cycle **APPOINTMENT FORMS** are due

- FPP4s for Fund 11 directly to Payroll

- TSSU directly to Payroll.

- First Friday** (*non-payday Friday*) of the **Bi-Weekly** Payroll cycle **TIMESHEETS** to be **Completed and Approved** by **4:30PM**

(To ensure the continuity of completing this task, please have a back-up timekeeper.)

TIMESHEETS FOR HOURLY EMPLOYEES who work on **SATURDAY** of the cutoff week.

TIMEKEEPING OPTIONS:

(1) Time may be entered and approved up to Sunday 12:00 Midnight of the cut-off week.

OR

(2) Time can be estimated and approved on Friday, then adjusted (*if necessary*) on the next pay period timesheet.

IF YOU REQUIRE MORE INFORMATION OR ASSISTANCE PLEASE CALL OR EMAIL:

Research Accounting 24707	Specific Purpose 24877 or 23054	Human Resources 23237	VP Academic 24637 or 25681	PAYROLL OFFICE: 26567 or 28486 E: PAYROLL@SFU.CA
------------------------------	------------------------------------	--------------------------	-------------------------------	--

**2010 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE** Page 3 of 3

<u>2010 Common Dates and Pay Periods</u>	
September 1, 2009 – April 30, 2010	Fall/Spring Semester
January 1 – December 31, 2010	2010 Pay Year
January 1 – April 30, 2010	Spring Semester
May 1 – August 31, 2010	Summer Semester
September 1, 2010 – December 31, 2010	Fall Semester

<u>2010 TSSU Semester Payroll Dates</u>		
January 4, 2010 – April 30, 2010	Spring Semester	8.5 Pay Periods
May 3, – August 27, 2010	Summer Semester	8.5 Pay Periods
May 3 – June 25, 2010	Intersession Session	4 Pay Periods
June 28 – August 20, 2010	Summer Session	4 Pay Periods
August 30 - December 24, 2010	Fall Semester	8.5 Pay Periods

IF YOU REQUIRE MORE INFORMATION OR ASSISTANCE PLEASE CALL OR EMAIL:

Research Accounting 24707	Specific Purpose 24877 or 23054	Human Resources 23237	VP Academic 24637 or 25681	PAYROLL OFFICE: 26567 or 28486 E: PAYROLL@SFU.CA
--------------------------------------	--	----------------------------------	---------------------------------------	---