

**BIWEEKLY STAFF POSITION/APPOINTMENT FORMS  
SCHEDULE OF CUT-OFF DATES FOR 2008**

Position/Appointment Forms must be received in the Payroll Office by **NOON** on the day of the cut-off shown below in order for the Position/Appointment Forms to be processed for the corresponding pay date. When the necessary information is available before the designated cut-off date, the Position/Appointment forms should be submitted.

<b>Cutoff Date</b>	<b>Paydate</b>
<b>****December 20****</b>	January 4
January 7	January 18
January 21	February 1
February 4	February 15
February 18	February 29
March 3	March 14
March 17	March 28
March 31	April 11
April 14	April 25
April 28	May 9
May 14	May 23
<b>***May 23***</b>	June 6
June 9	June 20
<b>*** June 20***</b>	July 3
July 7	July 18
July 21	August 1
August 4	August 15
August 18	August 29
<b>***August 29****</b>	September 12
September 15	September 26
September 29	October 10
October 13	October 24
October 27	November 7
November 10	November 21
November 24	December 5
December 8	December 19

**Early Cutoffs due to holidays have an asterisk.**