

All employees are paid bi-weekly (every other Friday). Listed below is the 2007/2008 payschedule. For any hourly employees, [timesheets](#) must be submitted by noon on the Monday of the pay week.

**2007**

July 6  
July 20  
August 3  
August 17  
August 31  
September 14  
September 28  
October 12  
October 26  
November 9  
November 23  
December 7  
December 21

**2008**

January 4  
January 18  
February 1  
February 15  
February 29  
March 15  
March 28  
April 11  
April 25  
May 9  
May 23  
June 6  
June 20  
July 3  
July 18  
August 1  
August 15  
August 29  
September 12  
September 26  
October 11  
October 24  
November 7  
November 21  
December 5

December 19

All employees are encouraged to participate in our direct deposit program. Direct Deposit saves trips to the bank and avoids checks being lost. To participate, please fill out the [direct deposit form](#) and return to the payroll office.

All paychecks and pay vouchers are available at the Receptionists office on each pay date.

To change any tax status or deduction, please complete a [W-4](#) and return to the payroll office.