

ODU RESEARCH FOUNDATION 26 PAY SCHEDULE 2009

<u>2-Week Pay Period</u>	<u>108 Due</u>	<u>Timesheet Due</u>	<u>Pay date</u>	<u>Pay Cycle</u>
Spring Semester- 9.5 Pays				
12/21/08-01/03/09	*12/15/08	01/05/09	01/09/09	201
01/04/09-01/17/09	01/06/09	*01/16/09	01/23/09	202
01/18/09-01/31/09	01/20/09	02/02/09	02/06/09	203
02/01/09-02/14/09	02/03/09	02/16/09	02/20/09	204
02/15/09-02/28/09	02/17/09	03/02/09	03/06/09	205
03/01/09-03/14/09	03/03/09	03/16/09	03/20/09	206
03/15/09-03/28/09	03/17/09	03/30/09	04/03/09	207
03/29/09-04/11/09	03/31/09	04/13/09	04/17/09	208
04/12/09-04/25/09	04/14/09	04/27/09	05/01/09	209
04/26/09-05/02/09	*04/21/09	05/11/09	05/15/09	210
Summer Semester – 6.5 Pays				
05/03/09-05/09/09	*04/21/09	05/11/09	05/15/09	210
05/10/09-05/23/09	05/12/09	*05/22/09	05/29/09	211
05/24/09-06/06/09	05/26/09	06/08/09	06/12/09	212
06/07/09-06/20/09	06/09/09	06/22/09	06/26/09	213
06/21/09-07/04/09	06/23/09	07/06/09	07/10/09	214
07/05/09-07/18/09	07/07/09	07/20/09	07/24/09	215
07/19/09-08/01/09	07/21/09	08/03/09	08/07/09	216
Fall Semester- 10 Pays				
08/02/09-08/15/09	*07/28/09	08/17/09	08/21/09	217
08/16/09-08/29/09	08/18/09	08/31/09	09/04/09	218
08/30/09-09/12/09	09/01/09	09/14/09	09/18/09	219
09/13/09-09/26/09	09/15/09	09/28/09	10/02/09	220
09/27/09-10/10/09	09/29/09	10/12/09	10/16/09	221
10/11/09-10/24/09	10/13/09	10/26/09	10/30/09	222
10/25/09-11/07/09	10/27/09	11/09/09	11/13/09	223
11/08/09-11/21/09	11/10/09	*11/20/09	11/27/09	224
11/22/09-12/05/09	11/24/09	12/07/09	12/11/09	225
12/06/09-12/19/09	*12/01/09	**12/17/09	12/25/09	226

Semester 108 dates for GRAs and Casuals are as follows:

SPRING	12/21/08 – 05/02/09, 108 due 12/15/08 (9.5 pays)
SUMMER	05/03/09 – 08/01/09, 108 due 04/21/09 (6.5 pays)
FALL	08/02/09 – 12/19/09, 108 due 07/28/09 (10 pays)

Summer 2009 Faculty Dates 05/03/09 - 08/01/09, 108 due 04/21/09 (13 weeks = 6.5 pays)

* Earlier submission of 108 forms or time sheets requested due to semester commencement or holiday observance.

** **The Research Foundation will be closed and campus mail will not be delivering during the holiday break.** Please estimate any hours you will work on Wednesday 12/17/09 – Saturday 12/18/09. Any differences from actual hours worked should be reflected on the 12/20/09 – 01/02/09 time sheets respectively. You may also fax in your time sheet at 683-5290.

Hourly timesheets are due by 5 P.M. on the Monday due date except those marked with * or **, which are due on the date indicated by NOON.