

# Space Physics Research Group

## Timecard and Payroll Schedule (due dates for **Summer/Fall 2007**)

Completed timecards should be placed in the envelope outside Room 303.

### ***Payroll schedule for employees paid on the 1<sup>st</sup> of the month.***

<u>Month of Earnings</u>	<u>Timecards Due</u>	<u>Check Release Date</u>
July 2007	<b>Monday, July 2</b>	August 1, 2007
August 2007	<b>Wednesday, August 1</b>	August 31, 2007
September 2007	<b>Friday, August 31</b>	October 1, 2007
October 2007	<b>Monday, October 1</b>	November 1, 2007
November 2007	<b>Thursday, November 1</b>	November 30, 2007
December 2007	<b>Wednesday, November 28</b>	January 1, 2008

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### ***Payroll schedule for employees paid on the 8<sup>th</sup> of the month. (undergraduates and other "casual" employees\*)***

<u>Month of Earnings</u>	<u>Timecards Due</u>	<u>Check Release Date</u>
July 2007	<b>Monday, July 16</b>	August 8, 2007
August 2007	<b>Thursday, August 16</b>	September 7, 2007
September 2007	<b>Friday, September 14</b>	October 8, 2007
October 2007	<b>Monday, October 15</b>	November 8, 2007
November 2007	<b>Tuesday, November 13</b>	December 7, 2007
December 2007	<b>Monday, December 10</b>	January 8, 2008

***\*Undergrads are required to submit a timecard each month during their employment at SSL.***