

**St. Mary's College of Maryland
CONTRACTUAL PAYROLL SCHEDULE
Fiscal Year 2008**

PAYROLL NUMBER	311 DEADLINE	SMC PAY PERIOD DATES		* HOURS DUE IN HUMAN RESOURCES	PAYCHECK DATE
01	06-19-07	06-11-07	06-22-07	06-22-07	07-03-07
02	07-03-07	06-25-07	07-06-07	07-06-07	07-18-07
03	07-17-07	07-09-07	07-20-07	07-20-07	08-01-07
04	07-31-07	07-23-07	08-03-07	08-03-07	08-15-07
05	08-14-07	08-06-07	08-17-07	08-17-07	08-29-07
06	08-28-07	08-20-07	08-31-07	08-31-07	09-12-07
07	09-11-07	09-03-07	09-14-07	09-14-07	09-26-07
08	09-25-07	09-17-07	09-28-07	09-28-07	10-10-07
09	10-09-07	10-01-07	10-12-07	10-12-07	10-24-07
10	10-23-07	10-15-07	10-26-07	10-26-07	11-07-07
11	11-06-07	10-29-07	11-09-07	11-09-07	11-21-07
12	11-16-07	11-12-07	11-23-07	11-23-07**	12-05-07
13	12-04-07	11-26-07	12-07-07	12-07-07	12-19-07
14	12-18-07	12-10-07	12-21-07	12-20-07***	01-02-08
15	12-21-07	12-24-07	01-04-08	01-04-08	01-16-08
16	01-15-08	01-07-08	01-18-08	01-18-08	01-30-08
17	01-29-08	01-21-08	02-01-08	02-01-08	02-13-08
18	02-12-08	02-04-08	02-15-08	02-15-08	02-27-08
19	02-26-08	02-18-08	02-29-08	02-29-08	03-12-08
20	03-11-08	03-03-08	03-14-08	03-14-08	03-26-08
21	03-25-08	03-17-08	03-28-08	03-28-08	04-09-08
22	04-08-08	03-31-08	04-11-08	04-11-08	04-23-08
23	04-22-08	04-14-08	04-25-08	04-25-08	05-07-08
24	05-06-08	04-28-08	05-09-08	05-09-08	05-21-08
25	05-20-08	05-12-08	05-23-08	05-23-08	06-04-08
26	06-03-08	05-26-08	06-06-08	06-06-08	06-18-08

311's are due in Human Resources (HR) by noon.

*Hours must be keyed by 5:00 p.m.

*Original payroll sheets for hours not submitted on line must be returned to HR by 5:00 p.m.

**Due to the Thanksgiving Holiday, hours must be reported to HR by 10:00 a.m. on 11/26/07.

***Due to the Holiday break, hours must be reported to HR by 10:00 a.m. on 12/20/07.