

PAYROLL DUE DATES AND PAYDATES - 2008

Following are the due dates for all timesheets/draw requests and the dates that you will be paid. It is your responsibility to make sure that your timesheets are turned in when they are due. If you cannot meet the deadline, you must let your supervisor know ahead of time so other arrangements can be made.

Month	POW Timesheets due by noon	KTN Timesheets due by noon	Pay Day at 9:00 a.m.	POW Draw Request due by noon	KTN Draw Request due by noon	Draw Payday at 9 a.m.
January	30-Jan	31-Jan	5-Feb	15-Jan	16-Jan	18-Jan
February	28-Feb	29-Feb	5-Mar	14-Feb	15-Feb	20-Feb
March	27-Mar	28-Mar	4-Apr	13-Mar	14-Mar	20-Mar
April	29-Apr	30-Apr	5-May	15-Apr	16-Apr	18-Apr
May	29-May	30-May	5-Jun	15-May	16-May	20-May
June	27-Jun	30-Jun	3-Jul	13-Jun	16-Jun	20-Jun
July	30-Jul	31-Jul	5-Aug	15-Jul	16-Jul	18-Jul
August	28-Aug	29-Aug	5-Sep	14-Aug	15-Aug	20-Aug
September	29-Sep	30-Sep	3-Oct	15-Sep	16-Sep	19-Sep
October	30-Oct	31-Oct	5-Nov	15-Oct	16-Oct	20-Oct
November	26-Nov	28-Nov	5-Dec	13-Nov	14-Nov	20-Nov
December	30-Dec	31-Dec	5-Jan	15-Dec	16-Dec	19-Dec

Paychecks, not picked up by 5:00 p.m. on payday, will be mailed unless other arrangements have been made.

Outlying Areas: Paychecks are mailed as soon as they are ready - sometimes as early as the 2nd of the month, and always before the 4th of the month - unless other arrangements have been made in advance.

Draw Requests: All draw requests are available for pick-up at 9 a.m. Draw checks, not picked up before the end of that day, will be mailed unless other arrangements have been made.