



**UNIVERSITY HUMAN RESOURCES**  
**STUDENT ASSISTANT PAYROLL CALENDAR (STATE)**  
**DUE DATES FOR 2008/2009**

<b>Period No.</b>	<b>From</b>	<b>Period</b>	<b>To</b>	<b>Personnel Transaction Form (PTF) Due Dates</b>		<b>Timesheets Due (noon)</b>		<b>Paycheck Distributed</b>
1	3/20/2008	-	4/2/2008	Thursday	3/27/2008	Thursday	4/3/2008	4/24/2008
2	4/3/2008	-	4/16/2008	Thursday	4/10/2008	Thursday	4/17/2008	5/8/2008
3	4/17/2008	-	4/30/2008	Thursday	4/24/2008	Thursday	5/1/2008	5/22/2008
4	5/1/2008	-	5/14/2008	Thursday	5/8/2008	Thursday	5/15/2008	6/5/2008
5	5/15/2008	-	5/28/2008	Thursday	5/22/2008	Thursday	5/29/2008	6/19/2008
6	5/29/2008	-	6/11/2008	Thursday	6/5/2008	Thursday	6/12/2008	7/3/2008
7	6/12/2008	-	6/25/2008	Thursday	6/19/2008	Thursday	6/26/2008	7/17/2008
8	6/26/2008	-	7/9/2008	Thursday	7/3/2008	Thursday	7/10/2008	7/31/2008
9	7/10/2008	-	7/23/2008	Thursday	7/17/2008	Thursday	7/24/2008	8/14/2008
10	7/24/2008	-	8/6/2008	Thursday	7/31/2008	Thursday	8/7/2008	8/28/2008
11	8/7/2008	-	8/20/2008	Thursday	8/14/2008	Thursday	8/21/2008	9/11/2008
12	8/21/2008	-	9/3/2008	Thursday	8/28/2008	Thursday	9/4/2008	9/25/2008
13	9/4/2008	-	9/17/2008	Thursday	9/11/2008	Thursday	9/18/2008	10/9/2008
14	9/18/2008	-	10/1/2008	Thursday	9/25/2008	Thursday	10/2/2008	10/23/2008
15	10/2/2008	-	10/15/2008	Thursday	10/9/2008	Thursday	10/16/2008	11/6/2008
16	10/16/2008	-	10/29/2008	Thursday	10/23/2008	Thursday	10/30/2008	11/20/2008
17	10/30/2008	-	11/12/2008	Thursday	11/6/2008	Thursday	11/13/2008	12/4/2008
18	11/13/2008	-	11/26/2008	Wednesday	11/19/2008	Thursday	11/27/2008	12/18/2008
19	11/27/2008	-	12/10/2008	Thursday	12/4/2008	Thursday	12/11/2008	12/31/2008
20	12/11/2008	-	12/24/2008	Thursday	12/18/2008	Monday	12/29/2008	1/15/2009
21	12/25/2008	-	1/7/2009	Monday	1/5/2009	Thursday	1/8/2009	1/29/2009
22	1/8/2009	-	1/21/2009	Thursday	1/15/2009	Thursday	1/22/2009	2/12/2009
23	1/22/2009	-	2/4/2009	Thursday	1/29/2009	Thursday	2/5/2009	2/26/2009
24	2/5/2009	-	2/18/2009	Thursday	2/12/2009	Thursday	2/19/2009	3/12/2009
25	2/19/2009	-	3/4/2009	Thursday	2/26/2009	Thursday	3/5/2009	3/26/2009
26	3/5/2009	-	3/18/2009	Thursday	3/12/2009	Thursday	3/19/2009	4/9/2009

Notes:

- Personnel Transaction Forms (PTFs) and Timesheets must be received by the due date indicated above. If you anticipate that the timesheets will be late, please contact Karen Bauer (645-5000, ext. 1217).
- It is not necessary to process a rate change on a PTF; it can be done directly on a timesheet with an authorized signature. If a rate is changed in the middle of a pay period, separate timesheets reflecting old and new rates must be submitted.
- PTF's are no longer necessary if you are adding or changing an account number within your department. An account number can be written on the timesheet. If it is a PERMANENT change, please write "permanent" and sign your name. Please note, that a separate timesheet is required for each account number you are posting time to.
- Timesheets should be signed by the student and supervisor.
- If you are terminating a large group of students with the same termination date a roster may be provided instead of individual Personnel Transaction Forms (PTFs). Please contact Rosalie Vallone at 645-5000, ext. 1218 for more information.



**University at Buffalo - Human Resources**  
**State Student Assistant and Federal College Work Study**  
**Payroll Calendar**  
**Due Dates for 2009-2010**

<u>Period No.</u>	<u>Period From</u>	<u>Period To</u>	<u>Personnel Transaction Form (PTF) Due Dates</u>	<u>Timesheets Due (noon)</u>	<u>Paycheck Distributed</u>
1	3/19/2009	- 4/1/2009	Thursday 3/26/2009	Thursday 4/2/2009	4/23/2009
2	4/2/2009	- 4/15/2009	Thursday 4/9/2009	Thursday 4/16/2009	5/7/2009
3	4/16/2009	- 4/29/2009	Thursday 4/23/2009	Thursday 4/30/2009	5/21/2009
4	4/30/2009	- 5/13/2009	Thursday 5/7/2009	Thursday 5/14/2009	6/4/2009
5	5/14/2009	- 5/27/2009	Thursday 5/21/2009	Thursday 5/28/2009	6/18/2009
6	5/28/2009	- 6/10/2009	Thursday 6/4/2009	Thursday 6/11/2009	7/2/2009
7	6/11/2009	- 6/24/2009	Thursday 6/18/2009	Thursday 6/25/2009	7/16/2009
8	6/25/2009	- 7/8/2009	Thursday 7/2/2009	Thursday 7/9/2009	7/30/2009
9	7/9/2009	- 7/22/2009	Thursday 7/16/2009	Thursday 7/23/2009	8/13/2009
10	7/23/2009	- 8/5/2009	Thursday 7/30/2009	Thursday 8/6/2009	8/27/2009
11	8/6/2009	- 8/19/2009	Thursday 8/13/2009	Thursday 8/20/2009	9/10/2009
12	8/20/2009	- 9/2/2009	Thursday 8/27/2009	Thursday 9/3/2009	9/24/2009
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16	10/15/2009	- 10/28/2009	Thursday 10/22/2009	Thursday 10/29/2009	11/19/2009
17	10/29/2009	- 11/11/2009	Thursday 11/5/2009	Thursday 11/12/2009	12/3/2009
18	11/12/2009	- 11/25/2009	Thursday 11/19/2009	Monday 11/30/2009	12/17/2009
19	11/26/2009	- 12/9/2009	Thursday 12/3/2009	Thursday 12/10/2009	12/31/2009
20	12/10/2009	- 12/23/2009	Thursday 12/17/2009	Thursday 12/24/2009	1/14/2010
21	12/24/2009	- 1/6/2010	Wednesday 12/30/2009	Thursday 1/7/2010	1/28/2010
22	1/7/2010	- 1/20/2010	Thursday 1/14/2010	Thursday 1/21/2010	2/11/2010
23	1/21/2010	- 2/3/2010	Thursday 1/28/2010	Thursday 2/4/2010	2/25/2010
24	2/4/2010	- 2/17/2010	Thursday 2/11/2010	Thursday 2/18/2010	3/11/2010
25	2/18/2010	- 3/3/2010	Thursday 2/25/2010	Thursday 3/4/2010	3/25/2010
26	3/4/2010	- 3/17/2010	Thursday 3/11/2010	Thursday 3/18/2010	4/8/2010

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