

BOWDOIN COLLEGE

TO: All Departments
FROM: Lynne Toussaint, Manager of Payroll & Accounts Payable
 Julia White, Payroll & Accounts Payable Administrator
 Nancy LaPrad, Disbursements Specialist
DATE: March 9, 2009
RE: 2009 Summer / 2009-2010 Academic Year Student Payroll Schedule

Below please find the 2009 Summer and 2009-2010 Academic year payroll schedule. The pay period begins on Monday and ends on Sunday. Timesheets must be completed by 10 am and approved by noon on Monday prior to payday (*or other day as indicated below due to holidays). If you cannot update your hours by these deadlines, please submit an approved Prior Pay Period Adjustment form to the Controller's Office. Checks are issued every other Friday, except during holiday weeks as indicated below.

PP#	SS/ME D TAX	RATE	PAY CYCLE DATES	TIME CARDS DUE	CHECKS ISSUED
09-11	Exempt	Acad	Mon, May 11, 2009 – Sun, May 24, 2009	*Tues, May 26, 2009	Fri, May 29, 2009
204th Commencement Exercises – May 23					
09-12	Tax	Sum	Mon, May 25, 2009 – Sun, Jun 7, 2009	Mon, Jun 8, 2009	Fri, Jun 12, 2009
09-13	Tax	Sum	Mon, Jun 8, 2009 – Sun, Jun 21, 2009	Mon, Jun 22, 2009	Fri, Jun 26, 2009
09-14	Tax	Sum	Mon, Jun 22, 2009 – Sun, Jul 5, 2009	Mon, Jul 6, 2009	Fri, Jul 10, 2009
09-15	Tax	Sum	Mon, Jul 6, 2009 – Sun, Jul 19, 2009	Mon, Jul 20, 2009	Fri, Jul 24, 2009
09-16	Tax	Sum	Mon, Jul 20, 2009 – Sun, Aug 2, 2009	Mon, Aug 3, 2009	Fri, Aug 7, 2009
09-17	Tax	Sum	Mon, Aug 3, 2009 – Sun, Aug 16, 2009	Mon, Aug 17, 2009	Fri, Aug 21, 2009
09-18	Tax	Sum	Mon, Aug 17, 2009 – Sun, Aug 30, 2009	Mon, Aug 31, 2009	Fri, Sept 4, 2009
Fall semester classes begin, 8:00am – September 3					
09-19	Exempt	Acad	Mon, Aug 31, 2009 – Sun, Sept 13, 2009	Mon, Sept 14, 2009	Fri, Sept 18, 2009
09-20	Exempt	Acad	Mon, Sept 14, 2009 – Sun, Sept 27, 2009	Mon, Sept 28, 2009	Fri, Oct 2, 2009
Fall vacation -- October 10 through October 13					
09-21	Exempt	Acad	Mon, Sept 28, 2009 – Sun, Oct 11, 2009	Mon, Oct 12, 2009	Fri, Oct 16, 2009
09-22	Exempt	Acad	Mon, Oct 12, 2009 – Sun, Oct 25, 2009	Mon, Oct 26, 2009	Fri, Oct 30, 2009
09-23	Exempt	Acad	Mon, Oct 26, 2009 – Sun, Nov 8, 2009	Mon, Nov 9, 2009	Fri, Nov 13, 2009
09-24	Exempt	Acad	Mon, Nov 9, 2009 – Sun, Nov 22, 2009	*Mon, Nov 23, 2009 (9 :00am)	*Wed, Nov 25, 2009 (Early)
Thanksgiving vacation -- November 25 through November 29					
09-25	Exempt	Acad	Mon, Nov 23, 2009 – Sun, Dec 6, 2009	Mon, Dec 7, 2009	Fri, Dec 11, 2009
09-26	Exempt	Acad	Mon, Dec 7, 2009 – Sun, Dec 20, 2009	*Mon, Dec 21, 2009 (9:00am)	*Wed, Dec 23, 2009 (Early)
Winter break -- December 22 (noon) through January 24					
10-01	Exempt	Acad	Mon, Dec 21, 2009 – Sun, Jan 3, 2010	Mon, Jan 4, 2010	Fri, Jan 8, 2010
10-02	Exempt	Acad	Mon, Jan 4, 2010 – Sun, Jan 17, 2010	*Tues, Jan 19, 2010	Fri, Jan 22, 2010
10-03	Exempt	Acad	Mon, Jan 18, 2010 – Sun, Jan 31, 2010	Mon, Feb 1, 2010	Fri, Feb 5, 2010
10-04	Exempt	Acad	Mon, Feb 1, 2010 – Sun, Feb 14, 2010	*Tues, Feb 16, 2010	Fri, Feb 19, 2010
10-05	Exempt	Acad	Mon, Feb 15, 2010 – Sun, Feb 28, 2010	Mon, Mar 1, 2010	Fri, Mar 5, 2010
Spring vacation -- March 13 through March 28					
10-06	Exempt	Acad	Mon, Mar 1, 2010 – Sun, Mar 14, 2010	Mon, Mar 15, 2010	Fri, Mar 19, 2010
10-07	Exempt	Acad	Mon, Mar 15, 2010 – Sun, Mar 28, 2010	Mon, Mar 29, 2010	Fri, Apr 2, 2010
10-08	Exempt	Acad	Mon, Mar 29, 2010 – Sun, Apr 11, 2010	Mon, Apr 12, 2010	Fri, Apr 16, 2010
10-09	Exempt	Acad	Mon, Apr 12, 2010 – Sun, Apr 25, 2010	Mon, Apr 26, 2010	Fri, Apr 30, 2010
10-10	Exempt	Acad	Mon, Apr 26, 2010 – Sun, May 9, 2010	Mon, May 10, 2010	Fri, May 14, 2010
10-11	Exempt	Acad	Mon, May 10, 2010 – Sun, May 23, 2010	Mon, May 24, 2010	Fri, May 28, 2010
205th Commencement Exercises -- May 29					
10-12	Exempt	Acad	Mon, May 24, 2010 – Sun, Jun 6, 2010	Mon, Jun 7, 2010	Fri, Jun 11, 2010

CONTROLLER'S OFFICE

3530 College Station • Brunswick • Maine 04011 • Tel 207.725.3843 • Fax 207.725.3920