

**PENN STATE COOPERATIVE EXTENSION & OUTREACH**  
**WAGE PAYROLL SCHEDULE - 2009**

FROM	Payroll Period TO	Timesheet Due at 322 Ag Adm.	Pay Date
December 21, 2008	January 3, 2009	December 31	January 16
January 4	January 17	January 15	January 30
January 18	January 31	January 29	February 13
February 1	February 14	February 12	February 27
February 15	February 28	February 26	March 13
March 1	March 14	March 12	March 27
March 15	March 28	March 26	April 10
March 29	April 11	April 9	April 24
April 12	April 25	April 23	May 8
April 26	May 9	May 7	May 22
May 10	May 23	May 21	June 5
May 24	June 6	June 4	June 19
June 7	June 20	June 18	July 3
June 21	July 4	July 2	July 17
July 5	July 18	July 16	July 31
July 19	August 1	July 30	August 14
August 2	August 15	August 13	August 28
August 16	August 29	August 27	September 11
August 30	September 12	September 10	September 25
September 13	September 26	September 24	October 9
September 27	October 10	October 8	October 23
October 11	October 24	October 22	November 6
October 25	November 7	November 5	November 20
November 8	November 21	November 19	December 4
November 22	December 5	<b>*To Be Announced *</b>	<b>*To Be Announced *</b>
December 6	December 19	<b>*To Be Announced *</b>	<b>*To Be Announced *</b>
December 20	January 2, 2010	<b>*To Be Announced *</b>	<b>* To Be Announced *</b>

**. COMPLETE WAGE PAYROLL TIME SHEETS WITH THE FOLLOWING INFORMATION:**

1. Record actual number of hours worked for each day.
2. Total hours worked for 1st week and 2nd week to equal Total Regular Hours
3. Employee must sign.
4. Supervisor must sign.
5. Employee must input ID number
6. Pay period end date -- this date must be the last day of the two-week payroll period listed above, under the column marked Payroll Period 'TO'.

**\*\*Fax, email or mail one wage payroll time sheet for each pay period to:**

*Kim McClelland*  
322 Agricultural Administration Building  
University Park, PA 16802  
Email: [ksm7@psu.edu](mailto:ksm7@psu.edu)  
Fax #814-865-2834

**\*follow up by mailing in original timesheet**