To: All staff members
From: Kirk Simmet, Manager, Payroll Services
Date: November 12, 2014
Subject: **2015 Administrative Pay Schedule (*Pay ID 40)***

Listed below is the 2015 Exempt and Administrative employee pay schedule along with the corresponding deadlines for time reports.

Please remember that payment cannot be made on the pay date indicated if information is received after the specified deadline.

If you anticipate any problems meeting a deadline, please call me at extension 94617. Thank you for your assistance and cooperation. ***All deadlines are 11:00AM.***

Pay #	Pay Period			PAF's to HR Dept.	Timesheets to Payroll	Pay Date	
	Begin	-	End				
26	12/ 8	-	12/21	**12/ 9/14**	**12/17/14**	**12/26/14**	Last Pay In 2014
1	12/22	-	1/ 4	**12/16/14**	1/ 5/15	1/ 9/15	
2	1/ 5	-	1/18	**1/12/15**	**1/16/15**	1/23/15	Holiday Schedule
3	1/19	-	2/ 1	1/27/15	2/ 2/15	2/ 6/15	
4	2/ 2	-	2/15	2/10/15	2/16/15	2/20/15	
5	2/16	-	3/ 1	2/24/15	3/ 2/15	3/ 6/15	
6	3/ 2	-	3/15	3/10/15	3/16/15	3/20/15	
7	3/16	-	3/29	**3/23/15**	**3/27/15**	**4/ 2/15**	Holiday Schedule
8	3/30	-	4/12	4/ 7/15	4/13/15	4/17/15	
9	4/13	-	4/26	4/21/15	4/27/15	5/ 1/15	
10	4/27	-	5/10	5/ 5/15	5/11/15	5/15/15	
11	5/11	-	5/24	**5/18/15**	**5/22/15**	5/29/15	no medical/dental
12	5/25	-	6/ 7	6/ 2/15	6/ 8/15	6/12/15	
13	6/ 8	-	6/21	6/16/15	6/22/15	6/26/15	
14	6/22	-	7/ 5	**6/29/15**	7/ 6/15	7/10/15	
15	7/ 6	-	7/19	7/14/15	7/20/15	7/24/15	
16	7/20	-	8/ 2	7/28/15	8/ 3/15	8/ 7/15	
17	8/ 3	-	8/16	8/11/15	8/17/15	8/21/15	
18	8/17	-	8/30	8/25/15	8/31/15	9/ 4/15	
19	8/31	-	9/13	9/ 8/15	9/14/15	9/18/15	
20	9/14	-	9/27	9/22/15	9/28/15	10/ 2/15	
21	9/28	-	10/11	10/ 6/15	10/12/15	10/16/15	
22	10/12	-	10/25	10/20/15	10/26/15	10/30/15	no medical/dental
23	10/26	-	11/ 8	11/ 3/15	11/ 9/15	11/13/15	
24	11/ 9	-	11/22	**11/13/15**	**11/19/15**	**11/25/15**	Holiday Schedule
25	11/23	-	12/ 6	12/ 1/15	12/ 7/15	12/11/15	
26	12/ 7	-	12/20	**12/11/15**	**12/17/15**	**12/23/15**	Holiday Schedule

Earlier deadline dates are in **bold**. Please honor schedule. Schedule may be subject to change. Change notifications will be posted on Payroll's web site.

*Please note: Blank W-4, Time Sheets, additional copies of the Pay Schedule, and Direct Deposit sign-up forms are available on our web site: www.payroll.villanova.edu

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