

September 2008 FSM Calendar for Departments

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|--|---|--|
| 1 LABOR DAY | 2 New Faculty & Graduate students Paperwork due in Med Finance at latest by 5:00 PM | 3 DEPLOYMENT DEADLINE 5:30 PM 5:00 PM Appt forms due in Med Finance for Adj Run | 4 FINAL ADJUSTMENT PAYDATE for FY08 | 5 ***Monthly Appt Form Cutoff**** |
| 8 | 9 | 10 7-11 AM PROD not available—Grad Student Interface DEPLOYMENT DEADLINE 5:30 PM | 11 No BIT's can be paid on next week's Adjustment Run. | 12 BIWEEKLY 50/50 SPLIT PAYDATE |
| 15 No BIT's can be paid on this week's Adjustment Run. | 16 | 17 DEPLOYMENT DEADLINE 5:30 PM 5:00 PM Appt forms due in Med Finance for Adj Run | 18 ADJUSTMENT PAYDATE All charges to FY09 | 19 NOON-Payroll Registers in EDIT MODE are in Vista for depts. to check & correct merit increases. |
| 22 5 P.M. Corrected Sept 30 Payroll Registers due back in Med Finance | 23 | 24 DEPLOYMENT DEADLINE 5:30 PM | 25 3:00 PM FINAL Sept 30 Payroll Registers are in VISTA for 9/30/08. | 26 5 PM Cutoff for Exempt Leave Accrual Entry FY08 BIWEEKLY PAYDATE (All charges FY09) ** Early Cutoff** DEPLOYMENT DEADLINE 5:30 PM |
| 29 | 30 MONTHLY PAYDATE | Oct 1 DEPLOYMENT DEADLINE 5:30 PM | Oct 2 ADJUSTMENT PAYDATE | Oct 3 |