



SUB-BOARD I, INC.
MONTHLY STIPEND PAYROLL SCHEDULE
2008 - 2009



<u>SERVICE MONTH</u>	<u>TIME REPORT DUE</u>	<u>PAY DAY</u>
AUGUST, 2008	03-Sep-08	Fri, 12-Sep
SEPTEMBER, 2008	15-Oct-08	Fri, 24-Oct
OCTOBER, 2008	12-Nov-08	Fri, 21-Nov
NOVEMBER, 2008	10-Dec-08	**Thurs, 18-Dec
DECEMBER, 2008	Noon 17-Dec-08	*Fri, 02-Jan
JANUARY, 2009	04-Feb-09	Fri, 13-Feb
FEBRUARY, 2009	04-Mar-09	***Thurs, 12-Mar
MARCH, 2009	15-Apr-09	Fri, 24-Apr
APRIL, 2009	13-May-09	***Thurs, 21-May
First Half MAY, 2009 **	27-May-09	***Thurs, 04-Jun
Second Half MAY, 2009 **	10-Jun-09	***Thurs, 18-Jun
JUNE, 2009	08-Jul-09	***Thurs, 16-Jul
JULY, 2009	05-Aug-09	***Thurs, 13-Aug

* Checks dated Friday, January 2, 2009 will be available for pick-up on Monday, January 5, 2009.

** Because of IRS regulations regarding FICA exemption for students, the stipend for May will be divided into **TWO** payments, one for the first half of May, and one for the second half of May. **TWO** time sheets must be submitted for May, one for the period 5/1-5/15, and the second for the period 5/16-5/31.

*** Reduced hours will be in effect from Tuesday December 16, 2008 through Friday January 9, 2009, and from Monday March 9, 2009 through Friday March 13, 2009, and from Friday May 8, 2009 through Friday, August 28, 2009

REMINDER! Federal regulations require that appointment authorizations with I-9 attachments must be submitted to the Sub-Board I Accounting Office for all newly hired employees **within three business days** from their first day of work!