



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS OFFICE OF PAYROLL
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Dave Goetz
COMMISSIONER

TO: All Department Budget, Fiscal, Personnel, and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: June 12, 2008

SUBJECT: Third Quarter 2008 Payroll Schedule

The semi-monthly payroll schedule for July 1-15, 2008, through September 16-30, 2008, is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
7/1-15	11	7/22/08	23	24	25	28	29	30	31	8/6/08
7/16-31	12	8/6/08	7	8	11	12	13	14	15	8/21/08
8/1-15	11	8/20/08	21	22	25	26	27	28	29	**9/4/08
8/16-31	10	9/4/08	5	8	9	10	11	12	15	**9/18/08
9/1-15	11	9/17/08	18	19	22	25	23	26	30	10/6/08
9/16-30	11									

The monthly payroll schedule for July through September 2008 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
7/1-31	23	7/22/08	23	24	25	28	29	30	31	8/6/08
8/1-31	21	8/20/08	21	22	25	26	27	28	29	**9/4/08
9/1-30	22	9/17/08	18	19	22	25	23	26	30	10/6/08

****Special Note** - The Lost Check Run for 8/1-15 (8/1-31 monthly) and 8/16-31 pay periods will run the third working day after payday instead of the normal fourth working day.

*****Notify Central Payroll of all checks to be pulled before 4:30 p.m. on the day of Calculate.** Any checks to be canceled or canceled and reissued after the day of Calculate will require a stop payment by Central Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.