<table>
<thead>
<tr>
<th>Month</th>
<th>Due Dates</th>
</tr>
</thead>
</table>
| **SEPTEMBER 2009** | 2 Timesheets for Aug 16-31 due  
5 August v/s/c report due  
15 Timesheets for Sept 16-30 mailed  
17 Timesheets for Sept 1-15 due  
30 Sept v/s/c report mailed  
Hourly accrual mailed  
Timesheets for Oct 1-15 mailed |
| **OCTOBER 2009**  | 2 Timesheets for Sept 16-30 due  
8 Sept v/s/c report due  
15 Timesheets for Oct 16-31 mailed  
19 Timesheets for Oct 1-15 due  
30 Oct v/s/c report mailed  
Hourly accrual mailed  
Timesheets for Nov 1-15 mailed |
| **NOVEMBER 2009** | 3 Timesheets for Oct 16-31 due  
6 Oct v/s/c report due  
13 Timesheets for Nov 16-30 mailed  
17 Timesheets for Nov 1-15 due  
30 Nov v/s/c report mailed  
Hourly accrual mailed  
Timesheets for Dec 1-15 mailed |
| **DECEMBER 2009** | 2 Timesheets for Nov 16-30 due  
7 Nov v/s/c report due  
15 Timesheets for Dec 16-31 mailed  
17 Timesheets for Dec 1-15 due  
23 Dec v/s/c report mailed  
Hourly accrual mailed  
Timesheets for Jan 1-15 mailed |
| **JANUARY 2010**  | 4 Timesheets for Dec 16-31 due  
7 Dec v/s/c report due  
15 Timesheets for Jan 16-31 mailed  
19 Timesheets for Jan 1-15 due  
29 Jan v/s/c report mailed  
Hourly accrual mailed  
Timesheets for Feb 1-15 mailed |
| **FEBRUARY 2010** | 2 Timesheets for Jan 16-31 due  
5 Jan v/s/c report due  
15 Timesheets for Feb 16-28 mailed  
17 Timesheets for Feb 1-15 due  
26 Feb v/s/c report mailed  
Hourly accrual mailed  
Timesheets for March 1-15 mailed |
| **MARCH 2010**    | 2 Timesheets for Feb 16-28 due  
5 Feb v/s/c report due  
12 Timesheets for March 16-31 mailed  
23 Timesheets for March 1-15 due  
31 March v/s/c report mailed  
Hourly accrual mailed  
Timesheets for March 1-15 mailed |
| **APRIL 2010**    | 2 Timesheets for March 16-31 due  
7 March v/s/c report due  
15 Timesheets for April 16-30 mailed  
19 Timesheets for April 1-15 due  
30 April v/s/c report mailed  
Hourly accrual mailed  
Timesheets for May 1-15 mailed |
| **MAY 2010**      | 4 Timesheets for April 16-30 due  
7 April v/s/c report due  
14 Timesheets for May 16-31 mailed  
18 Timesheets for May 1-15 due  
28 May v/s/c report mailed  
Hourly accrual mailed  
Timesheets for June 1-15 mailed |
| **JUNE 2010**     | 2 Timesheets for May 16-31 due  
7 May v/s/c report due  
15 Timesheets for June 16-30 mailed  
17 Timesheets for June 1-15 due  
30 June v/s/c report mailed  
Hourly accrual mailed  
Timesheets for July 1-15 mailed |
| **JULY 2010**     | 2 Timesheets for June 16-30 due  
7 June v/s/c report due  
15 Timesheets for July 16-31 mailed  
19 Timesheets for July 1-15 due  
30 July v/s/c report mailed  
Hourly accrual mailed  
Timesheets for August 1-15 mailed |
| **AUGUST 2010**   | 3 Timesheets for July 16-31 due  
6 July v/s/c report due  
13 Timesheets for August 16-31 mailed  
17 Timesheets for August 1-15 due  
31 August v/s/c report mailed  
Hourly accrual mailed  
Timesheets for Sept 1-15 mailed |

DATES ARE SUBJECT TO CHANGE