

PAYROLL DUE DATES FOR FISCAL YEAR 2010
PAY PERIOD SCHEDULE IS THE 1ST – 15TH AND THE 16TH – END OF MONTH

SEPTEMBER 2009

2 Timesheets for Aug 16-31 due
4 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