

TIME INPUT SCHEDULE
FISCAL YEAR 2010
ALL TIME INPUT MUST BE ENTERED BY NOON OF DUE DATE

SEPTEMBER 2009

- 1 Pay day for August 1-15
- 2 Timesheets from August 16-31 entered
- 4 V/S/C Reports from August entered
- 15 Pay day for August 16-31
- 21 Timesheets from Sept 1-15 entered

OCTOBER 2009

- 1 Pay day for Sept 1-15
- 2 Timesheets from Sept 16-31 entered
- 8 V/S/C Reports from Sept entered
- 15 Pay day for Sept 16-31
- 21 Timesheets from Oct 1-15 entered

NOVEMBER 2009

- 2 Pay day for Oct 1-15
- 3 Timesheets from Oct 16-31 entered
- 6 V/S/C Reports from Oct entered
- 16 Pay day for Oct 16-31
- 19 Timesheets from Nov 1-15 entered

DECEMBER 2009

- 1 Pay day for Nov 1-15
- 2 Timesheets from Nov 16-31 entered
- 7 V/S/C Reports from Nov entered
- 15 Pay day for Nov 16-31
- 17 Timesheets from Dec 1-15 entered

JANUARY 2010

- 4 Pay day for Dec 1-15
- 4 Timesheets from Dec 16-31 entered
- 7 V/S/C Reports from Dec entered
- 15 Pay day for Dec 16-31
- 21 Timesheets from Jan 1-15 entered

FEBRUARY 2010

- 1 Pay day for Jan 1-15
- 2 Timesheets from Jan 16-31 entered
- 5 V/S/C Reports from Jan entered
- 16 Pay day for Jan 16-31
- 19 Timesheets from Feb 1-15 entered

MARCH 2010

- 1 Pay day for Feb 1-15
- 2 Timesheets from Feb 16-31 entered
- 5 V/S/C Reports from Feb entered
- 15 Pay day for Feb 16-31
- 24 Timesheets from March 1-15 entered

APRIL 2010

- 1 Pay day for March 1-15
- 2 Timesheets from March 16-31 entered
- 7 V/S/C Reports from March entered
- 15 Pay day for March 16-31
- 21 Timesheets from April 1-15 entered

MAY 2010

- 3 Pay day for April 1-15
- 4 Timesheets from April 16-31 entered
- 7 V/S/C Reports from April entered
- 17 Pay day for April 16-31
- 20 Timesheets from May 1-15 entered

JUNE 2010

- 1 Pay day for May 1-15
- 2 Timesheets from May 16-31 entered
- 7 V/S/C Reports from May entered
- 15 Pay day for May 16-31
- 21 Timesheets from June 1-15 entered

JULY 2010

- 1 Pay day for June 1-15
- 2 Timesheets from June 16-31 entered
- 7 V/S/C Reports from June entered
- 15 Pay day for June 16-31
- 21 Timesheets from July 1-15 entered

AUGUST 2010

- 2 Pay day for July 1-15
- 3 Timesheets from July 16-31 entered
- 6 V/S/C Reports from July entered
- 16 Pay day for July 16-31
- 19 Timesheets from August 1-15 entered

DATES ARE SUBJECT TO CHANGE