

TO : ALL THOSE WHO FILL OUT THE HOURLY TIME SHEETS AND THOSE WHO SUPERVISE THOSE EMPLOYEES.

FROM : PAYROLL
SUBJECT : HOURLY TIME SHEET SCHEDULE
DATE : DECEMBER 23, ,2009

The following is a schedule of the hourly pay periods and cut off dates along with a reminder as to when your time sheets should **arrive** in PAYROLL.

HOURLY TIME SHEET SCHEDULE

TIME SHEET PAY PERIOD	TIME SHEET DUE IN PAYROLL	CHECK ISSUE DATE
SUN 01/10/2010 – SAT 02/13/2010	TUES 02/16/2010	02/26/2010
SUN 02/14/2010 – SAT 03/13/2010	TUES 03/16/2010	03/31/2010
SUN 03/14/2010 – SAT 04/10/2010	TUES 04/13/2010	04/30/2010
SUN 04/11/2010– SAT 05/15/2010	TUES 05/18/2010	05/28/2010
SUN 05/16/2010 – SAT 06/12/2010	TUES 06/15/2010	06/30/2010
SUN 06/13/2010 – SAT 07/10/2010	TUES 07/13/2010	07/30/2010
SUN 07/11/2010 – SAT 08/14/2010	TUES 08/17/2010	08/31/2010
SUN 08/15/2010 – SAT 09/11/2010	TUES 09/14/2010	09/30/2010
SUN 09/12/2010 – SAT 10/09/2010	TUES 10/12/2010	10/29/2010
SUN 10/10/2010 – SAT 11/13/2010	TUES 11/16/2010	11/30/2010
SUN 11/14/2010 – SAT 12/11/2010	TUES 12/14/2010	12/30/2010
SUN 12/12/2010 – SAT 01/15/2011	TUES 01/18/2011	01/31/2011

****PLEASE BE AWARE THAT ANY LATE TIME SHEETS WILL NOT BE PROCESSED UNTIL THE ADJUSTED PAYROLL RUN WHICH IS 5 WORKING DAYS AFTER THE PAY DAY.****

****PLEASE DISREGARD THE DUE TO PAYROLL BY THE 15TH PRINTED ON YOUR TIME SHEETS** SOME OF THE OLDER TIME SHEETS STILL INDICATE THIS.**