

2010
BI-WEEKLY PAY PERIOD SCHEDULE
FOR ALL
FULL-TIME & PART-TIME REGULAR STAFF MEMBERS

Pay Periods		Timesheets are due in Payroll on the following dates		PAY DATES
01	DECEMBER 27 - JANUARY 9	JANUARY 11		JANUARY 8, 2010
02	JANUARY 10 - JANUARY 23	JANUARY 25		JANUARY 22
03	JANUARY 24 - FEBRUARY 6	FEBRUARY 8		FEBRUARY 5
04	FEBRUARY 7 - FEBRUARY 20	FEBRUARY 22		FEBRUARY 19
05	FEBRUARY 21 - MARCH 6	MARCH 8		MARCH 5
06	MARCH 7 - MARCH 20	MARCH 22		MARCH 19
07	MARCH 21 - APRIL 3	APRIL 6		APRIL 1
08	APRIL 4 - APRIL 17	APRIL 19		APRIL 16
09	APRIL 18 - MAY 1	MAY 3		APRIL 30
10	MAY 2 - MAY 15	MAY 17		MAY 14
11	MAY 16 - MAY 29	MAY 31		MAY 28
12	MAY 30 - JUNE 12	JUNE 14		JUNE 11
13	JUNE 13 - JUNE 26	JUNE 28		JUNE 25
14	JUNE 27 - JULY 10	JULY 12		JULY 9
15	JULY 11 - JULY 24	JULY 26		JULY 23
16	JULY 25 - AUGUST 7	AUGUST 9		AUGUST 6
17	AUGUST 8 - AUGUST 21	AUGUST 23		AUGUST 20
18	AUGUST 22 - SEPTEMBER 4	SEPTEMBER 7		SEPTEMBER 3
19	SEPTEMBER 5 - SEPTEMBER 18	SEPTEMBER 20		SEPTEMBER 17
20	SEPTEMBER 19 - OCTOBER 2	OCTOBER 4		OCTOBER 1
21	OCTOBER 3 - OCTOBER 16	OCTOBER 18		OCTOBER 15
22	OCTOBER 17 - OCTOBER 30	NOVEMBER 1		OCTOBER 29
23	OCTOBER 31 - NOVEMBER 13	NOVEMBER 15		NOVEMBER 12
24	NOVEMBER 14 - NOVEMBER 27	NOVEMBER 29		NOVEMBER 26
25	NOVEMBER 28 - DECEMBER 11	DECEMBER 13		DECEMBER 10
26	DECEMBER 12 - DECEMBER 25	DECEMBER 17		DECEMBER 22

TIMESHEETS SHOULD BE PREPARED, APPROVED AND DELIVERED TO THE PAYROLL DEPARTMENT BY THE DUE DATE.

AUTHORIZING SIGNATURES SHOULD BE MADE AVAILABLE TO THE EMPLOYEES TO PREVENT DELAYED DELIVERY OF TIMESHEETS.

TIMESHEETS DO NOT HAVE TO BE SIGNED BY THE EMPLOYEE. THEY SHOULD NOT BE HELD BACK FOR THE EMPLOYEE'S SIGNATURE.