

**2011  
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 26 - JANUARY 8	JANUARY 10			JANUARY 7, 2011	
02	JANUARY 9 - JANUARY 22	JANUARY 24			JANUARY 21	
03	JANUARY 23 - FEBRUARY 5	FEBRUARY 7			FEBRUARY 4	
04	FEBRUARY 6 - FEBRUARY 19	FEBRUARY 21			FEBRUARY 18	
05	FEBRUARY 20 - MARCH 5	MARCH 7			MARCH 4	
06	MARCH 6 - MARCH 19	MARCH 21			MARCH 18	
07	MARCH 20 - APRIL 2	APRIL 4			APRIL 1	
08	APRIL 3 - APRIL 16	APRIL 18			APRIL 15	
09	APRIL 17 - APRIL 30	MAY 2			APRIL 29	
10	MAY 1 - MAY 14	MAY 16			MAY 13	
11	MAY 15 - MAY 28	MAY 30			MAY 27	
12	MAY 29 - JUNE 11	JUNE 13			JUNE 10	
13	JUNE 12 - JUNE 25	JUNE 27			JUNE 24	
14	JUNE 26 - JULY 9	JULY 11			JULY 8	
15	JULY 10 - JULY 23	JULY 25			JULY 22	
16	JULY 24 - AUGUST 6	AUGUST 8			AUGUST 5	
17	AUGUST 7 - AUGUST 20	AUGUST 22			AUGUST 19	
18	AUGUST 21 - SEPTEMBER 3	SEPTEMBER 6			SEPTEMBER 2	
19	SEPTEMBER 4 - SEPTEMBER 17	SEPTEMBER 19			SEPTEMBER 16	
20	SEPTEMBER 18 - OCTOBER 1	OCTOBER 3			SEPTEMBER 30	
21	OCTOBER 2 - OCTOBER 15	OCTOBER 17			OCTOBER 14	
22	OCTOBER 16 - OCTOBER 29	OCTOBER 31			OCTOBER 28	
23	OCTOBER 30 - NOVEMBER 12	NOVEMBER 14			NOVEMBER 10	
24	NOVEMBER 13 - NOVEMBER 26	NOVEMBER 28			NOVEMBER 25	
25	NOVEMBER 27 - DECEMBER 10	DECEMBER 12			DECEMBER 9	
26	DECEMBER 11 - DECEMBER 24	DECEMBER 22			DECEMBER 23	

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.

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**IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE SCHEDULE, PLEASE  
CONTACT THE PAYROLL DEPARTMENT (Payroll Fax: 527-5699)**

**IF YOUR LAST NAME FALLS BETWEEN A - K CONTACT DEBBIE @ LOCAL 5102  
IF YOUR LAST NAME FALLS BETWEEN L - Z CONTACT DARLENE @ LOCAL 5386**

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