

BIWEEKLY PAYROLL SCHEDULE 2009-2010

PAYROLL ID	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	FLAT RATE REQUEST FORM DUE IN HR	GRAD APPTS DUE#	TEMPORARY TIMESHEETS DUE IN HR SYSTEM ##	PAYROLL LOCKOUT - TIME RECORDS TAKEN BY PAYROLL	PAYDAY	MANUAL CHECK CUTOFF NOON	MANUAL CHECK PAYDAY	HOLIDAYS
20102R01	Jun 13	Jun 26	Jun 12	Jun 15	Jul 01*	Jul 02*	Jul 10	Jul 14	Jul 17	
20102R02	Jun 27	Jul 10	Jun 26	Jun 29	Jul 16	Jul 17	Jul 24	Jul 28	Jul 31	Independence Day Observed Jul 03
20102R03	Jul 11	Jul 24	Jul 10	Jul 13	Jul 30	Jul 31	Aug 07	Aug 11	Aug 14	
20102R04	Jul 25	Aug 07	Jul 24	Jul 27	Aug 13	Aug 14	Aug 21	Aug 25	Aug 28	
20102R05	Aug 08	Aug 21	Aug 07	Aug 10	Aug 27	Aug 28	Sep 04	Sep 08	Sep 11	
20102R06	Aug 22	Sep 04	Aug 21	Aug 24	Sep 10	Sep 11	Sep 18	Sep 22	Sep 25	
20102R07	Sep 05	Sep 18	Sep 04	Sep 08*	Sep 24	Sep 25	Oct 02	Oct 06	Oct 09	Labor Day Mon, Sept 7
20102R08	Sep 19	Oct 02	Sep 18	Sep 21	Oct 08	Oct 09	Oct 16	Oct 20	Oct 23	
20102R09	Oct 03	Oct 16	Oct 02	Oct 05	Oct 22	Oct 23	Oct 30	Nov 03	Nov 06	
20102R10	Oct 17	Oct 30	Oct 16	Oct 19	Nov 05	Nov 06	Nov 13	Nov 17	Nov 20	
20102R11	Oct 31	Nov 13	Oct 30	Nov 02	Nov 18 @ noon*	Nov 18 @ noon*	Nov 25*	Dec 01	Dec 04	
20102R12	Nov 14	Nov 27	Nov 13	Nov 16	Dec 03	Dec 04	Dec 11	Dec 15	Dec 18	Thanksgiving Nov 26-27
20102R13	Nov 28	Dec 11	Nov 25*	Nov 30	Dec 16 @ noon*	Dec 16 @ noon*	Dec 23*	Pay on 2R14	Jan 08	
20102R14	Dec 12	Dec 25	Dec 11	Dec 14	Jan 5 @ 10 AM	Jan 5 @ 10 AM	Jan 08	Jan 12	Jan 15	Winter Break Dec 24- Jan 1
20102R15	Dec 26	Jan 08	Dec 23*	Jan 04*	Jan 13*	Jan 14*	Jan 22	Jan 26	Jan 29	Winter Break Dec 24- Jan 1
20102R16	Jan 09	Jan 22	Jan 08	Jan 11	Jan 28	Jan 29	Feb 05	Feb 09	Feb 12	ML King, Jr. Mon, Jan 18
20102R17	Jan 23	Feb 05	Jan 22	Jan 25	Feb 11	Feb 12	Feb 19	Feb 23	Feb 26	
20102R18	Feb 06	Feb 19	Feb 05	Feb 08	Feb 25	Feb 26	Mar 05	Mar 09	Mar 12	
20102R19	Feb 20	Mar 05	Feb 19	Feb 22	Mar 11	Mar 12	Mar 19	Mar 23	Mar 26	
20102R20	Mar 06	Mar 19	Mar 05	Mar 08	Mar 25	Mar 26	Apr 02	Apr 06	Apr 09	
20102R21	Mar 20	Apr 02	Mar 19	Mar 22	Apr 08	Apr 09	Apr 16	Apr 20	Apr 23	
20102R22	Apr 03	Apr 16	Apr 02	Apr 05	Apr 22	Apr 23	Apr 30	May 04	May 07	
20102R23	Apr 17	Apr 30	Apr 16	Apr 19	May 06	May 07	May 14	May 18	May 21	
20102R24	May 01	May 14	Apr 30	May 03	May 20	May 21	May 28	Jun 01	Jun 04	
20102R25	May 15	May 28	May 14	May 17	Jun 03	Jun 04	Jun 11	Jun 15	Jun 18	Memorial Day Mon, May 31
20102R26	May 29	Jun 11	May 28	Jun 01*	Jun 17	Jun 18	Jun 25	Jun 29	Jul 02	

# To ensure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

## Departments set an earlier internal deadline by which employees must turn in timesheets

\*Deviations due to holidays