

MONTHLY PAYROLL SCHEDULE 2009 - 2010

Month	Payroll ID	LOCK OUT @ 5pm EPA and SPA Actions plus Supplemental Pay must be entered into HR system	Overdrawn Leave Letters Due to Payroll Distribution Changes Completed by 5:00 PM Compensating Control Reports run at 5:00 PM	Authorization and Supplemental Pay Detail Report Approval Due by 5:00pm	Payroll Is Confirmed ##	Pay Day	Manual Check Request Cutoff @ 5:00pm **	Manual Check Payday	Holidays / Comments
July	20101R01	Tues Jul 14	Thur Jul 16	Tues Jul 21	Wed Jul 22	Fri Jul 31	Thur Aug 6	Fri Aug 14	Independence Day Observed Fri Jul 3
Aug	20101R02	Wed Aug 12	Fri Aug 14	Wed Aug 19	Thur Aug 20	Mon Aug 31	Fri Sep 4	Tues Sep 15	
Sep	20101R03	Fri Sep 11	Tues Sep 15	Fri Sep 18	Mon Sep 21	Wed Sep 30	Tues Oct 6	Thur Oct 15	Labor Day Mon Sep 7
Oct	20101R04	Tues Oct 13	Thur Oct 15	Tues Oct 20	Wed Oct 21	Fri Oct 30	Thur Nov 5	Fri Nov 13	
Nov	20101R05	Mon Nov 9	Wed Nov 11	Mon Nov 16	Tues Nov 17	Mon Nov 30	N/A	Pay on 1R06	Thanksgiving Nov 26 - 27
Dec	20101R06	Thur Dec 3	Mon Dec 7	Thur Dec 10	Fri Dec 11	Tues Dec 22	Thur Jan 7	Fri Jan 15	Winter Break Dec 24 - Dec 31
Jan	20101R07	Mon Jan 11	Wed Jan 13	Tues Jan 19	Wed Jan 20	Fri Jan 29	Thur Feb 4	Mon Feb 15	New Years- Fri Jan 1 MLKing, Jr Day - Mon Jan 18
Feb	20101R08	Tues Feb 9	Thur Feb 11	Tues Feb 16	Wed Feb 17	Fri Feb 26	Thur Mar 4	Mon Mar 15	
Mar	20101R09	Fri Mar 12	Tues Mar 16	Fri Mar 19	Mon Mar 22	Wed Mar 31	Tues Apr 6	Thur Apr 15	
Apr	20101R10	Tues Apr 13	Thur Apr 15	Tues Apr 20	Wed Apr 21	Fri Apr 30	Thur May 6	Fri May 14	
May	20101R11	Tues May 11	Thur May 13	Tues May 18	Wed May 19	Fri May 28	Fri Jun 4	Tues Jun 15	Memorial Day Mon May 31
June	20101R12	Fri Jun 11	Tues Jun 15	Fri Jun 18	Mon Jun 21	Wed Jun 30	Wed Jul 7	Thur Jul 15	

++ All distribution changes must be processed by close of business on lockout date.

## On the day following this day, employees may view their paycheck information via Employee Self Service

\*\* By this date, a Manual Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

**Deadlines presumed to be 5 PM unless otherwise noted**