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2010 PAYROLL SCHEDULE



PAYROLL		ETR	PAY PERIOD	TIME SHEET	PAYDAY
WK #		SUBMISSION	COVERED	Due Friday	Pick Up
		Due by 5:00 p.m. Wed. before pay period			8:00 am to 3:00 pm only
WEEK	2	12/30/09	12/25/09-01/07/10	01/08/10	01/15/10
WEEK	4	01/13/10	01/08/10-01/21/10	01/22/10	01/29/10
WEEK	6	01/27/10	01/22/10-02/04/10	02/05/10	02/12/10
WEEK	8	02/10/10	02/05/10-02/18/10	02/19/10	02/26/10
WEEK	10	02/24/10	02/19/10-03/04/10	03/05/10	03/12/10
WEEK	12	03/10/10	03/05/10-03/18/10	03/19/10	03/26/10
WEEK	14	03/24/10	03/19/10-04/01/10	04/02/10	04/09/10
WEEK	16	04/07/10	04/02/10-04/15/10	04/16/10	04/23/10
WEEK	18	04/21/10	04/16/10-04/29/10	04/30/10	05/07/10
WEEK	20	05/05/10	04/30/10-05/13/10	05/14/10	05/21/10
WEEK	22	05/19/10	05/14/10-05/27/10	05/27/10*	06/04/10
WEEK	24	06/02/10	05/28/10-06/10/10	06/11/10	06/18/10
WEEK	26	06/16/10	06/11/10-06/24/10	06/25/10	07/02/10
WEEK	28	06/30/10	06/25/10-07/08/10	07/09/10	07/16/10
WEEK	30	07/14/10	07/09/10-07/22/10	07/23/10	07/30/10
WEEK	32	07/28/10	07/23/10-08/05/10	08/06/10	08/13/10
WEEK	34	08/11/10	08/06/10-08/19/10	08/20/10	08/27/10
WEEK	36	08/25/10	08/20/10-09/02/10	09/02/10*	09/10/10
WEEK	38	09/18/10	09/03/10-09/16/10	09/17/10	09/24/10
WEEK	40	09/22/10	09/17/10-09/30/10	10/01/10	10/08/10
WEEK	42	10/06/10	10/01/10-10/14/10	10/15/10	10/22/10
WEEK	44	10/20/10	10/15/10-10/28/10	10/29/10	11/05/10
WEEK	46	11/03/10	10/29/10-11/11/10	11/12/10	11/19/10
WEEK	48	11/17/10	11/12/10-11/25/10	11/26/10	12/03/10
WEEK	50	12/01/10	11/26/10-12/09/10	12/10/10	12/17/10
WEEK	52	12/15/10	12/10/10-12/23/10	12/15/10**	12/30/10***

*ETRs, time sheets due dates and paydays adjusted for the holidays

** All dept. needs to estimate hours worked and submitted timesheets on 12/15/10

*** All payroll checks will be distributed or mailed on 12/30/10, (Thursday) for week 52. New Year's Day will be observed on Friday 12/31/10.

Pay checks not pick up by 3:00 p.m. will be mailed out at 3:00 p.m. on pay day.

**LATE TIME SHEETS CANNOT BE ACCOMMODATED BY OUR OUTSIDE PAYROLL VENDOR.
IF A MANUAL PAYCHECK IS REQUIRED, A CHECK PROCESSING FEE OF \$ 25 WILL BE
CHARGED TO THE RESPECTIVE ACCOUNT.**

Schedule subject to change. Further notices will be sent if needed.