

**TO: BIWEEKLY EMPLOYEES, SUPERVISORS**

**FROM: CHERYL GANDY, PAYROLL**

**DATE: November 19, 2009**

**SUBJECT: PAYDATES 1/15/2010 THROUGH 7/02/2010**

<u>PERIOD #</u>	<u>PERIOD ENDING</u>	<u>TIME SHEETS DUE</u> <u>10:00 AM</u>	<u>PAYDATE</u>
1	1/9/2010	1/11/2010	1/15/2010
2	1/23/2010	1/25/2010	1/29/2010
3	2/6/2010	2/8/2010	2/12/2010
4	2/20/2010	2/22/2010	2/26/2010
5	3/6/2010	3/8/2010	3/12/2010
6	3/20/2010	3/22/2010	3/26/2010
7	4/3/2010	4/5/2010	4/9/2010
8	4/17/2010	4/19/2010	4/23/2010
9	5/1/2010	5/3/2010	5/7/2010
10	5/15/2010	5/17/2010	5/21/2010
11	5/29/2010	**6/01/2010	6/4/2010 **Monday 5/31 is a holiday
12	6/12/2010	6/14/2010	6/18/2010
13	6/26/2010	6/28/2010	7/2/2010

**NOTE: TIMESHEETS DUE TO PAYROLL OFFICE  
MONDAYS - NO LATER THAN 10:00 AM**