

Time Sheet and Payroll Change Schedule 2009-2010 School Year

All time sheets are due by 3:00 P.M. on the due date.

Any questions regarding dates on this schedule contact Cindy Olson at 281-3434 ext. #1219.

Payroll changes need to be turned in by the due date.

For example if we receive a payroll change on or before 8-25-09 the change will be effective on the 9-15-09 payroll.

Examples of Payroll changes:

New Hires, Terminations/Resignations, Change of Address, W-4 form, deductions, direct deposit, etc.

NOTE: Dates covered start on Saturday and end on Friday.

* One Week

*** Three Weeks

**** Four Weeks

Date Time Sheets Due	Dates Covered	Pay Date
08/25/09	08-08-09 TO 08-21-09	09/15/09
09/08/09	08-22-09 TO 09-04-09	09/30/09
09/22/09	09-05-09 TO 09-18-09	10/15/09
10/13/09	09-19-09 TO 10-09-09 ***	10/30/09
10/27/09	10-10-09 TO 10-23-09	11/13/09
11/10/09	10-24-09 TO 11-06-09	11/30/09
11/24/09	11-07-09 TO 11-20-09	12/15/09
12/01/09	11-21-09 TO 11-27-09 *	12/18/09
12/15/09	11-28-09 TO 12-11-09	01/15/10
01/12/10	12-12-09 TO 01-08-10 ****	01/29/10
01/26/10	01-09-10 TO 01-22-10	02/12/10
02/09/10	01-23-10 TO 02-05-10	02/26/10
02/23/10	02-06-10 TO 02-19-10	03/12/10
03/09/10	02-20-10 TO 03-05-10	03/31/10
03/23/10	03-06-10 TO 03-19-10	04/15/10
04/13/10	03-20-10 TO 04-09-10 ***	04/30/10
04/27/10	04-10-10 TO 04-23-10	05/14/10
05/11/10	04-24-10 TO 05-07-10	05/27/10
05/25/10	05-08-10 TO 05-21-10	06/15/10
06/08/10	05-22-10 TO 06-04-10	06/30/10
06/29/10	06-05-10 TO 06-25-10 ***	07/15/10
07/13/10	06-26-10 TO 07-09-10	07/30/10
07/27/10	07-10-10 TO 07-23-10	08/13/10
08/10/10	07-24-10 TO 08-06-10	08/31/10

Checks not picked up on the pay date will be mailed at 4:30 pm. If the pay date falls on an early release day they will be mailed at 1:00 pm.

Approved by: Kreis Alyea

Date Approved: 05/14/09