

Time Sheet and Payroll Change Schedule 2010-2011 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 8/24/10 the change will be effective on the 9/15/10 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
08/24/10	08-07-10 to 08-20-10	09/15/10
09/08/10	08-21-10 to 09-03-10	09/30/10
09/21/10	09-04-10 to 09-17-10	10/15/10
10/12/10	09-18-10 to 10-08-10 ***	10/29/10
10/26/10	10-09-10 to 10-22-10	11/15/10
11/09/10	10-23-10 to 11-05-10	11/30/10
11/30/10	11-06-10 to 11-26-10 ***	12/15/10 12/17/10
12/14/10	11-27-10 to 12-10-10	01/14/11
01/11/11	12-11-10 to 01-07-11 ****	01/31/11
01/25/11	01-08-11 to 01-21-11	02/15/11
02/08/11	01-22-11 to 02-04-11	02/28/11
02/22/11	02-05-11 to 02-18-11	03/11/11
03/08/11	02-19-11 to 03-04-11	03/31/11
03/22/11	03-05-11 to 03-18-11	04/15/11
04/12/11	03-19-11 to 04-08-11 ***	04/29/11
04/26/11	04-09-11 to 04-22-11	05/13/11
05/10/11	04-23-11 to 05-06-11	05/31/11
05/24/11	05-07-11 to 05-20-11	06/15/11
06/07/11	05-21-11 to 06-03-11	06/30/11
06/28/11	06-04-11 to 06-24-11 ***	07/15/11
07/12/11	06-25-11 to 07-08-11	07/29/11
07/26/11	07-09-11 to 07-22-11	08/15/11
08/09/11	07-23-11 to 08-05-11	08/31/11

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: 04/13/10