

FY 2010 MONTHLY LEAVE/PAYROLL CUTOFF SCHEDULE

PAY PERIODS FROM	THROUGH		PAYDAY
6/4/2009	6/30/2009	PART OF JULY PAYROLL--YR END PROCESSING	
		FINAL POSTING/END OF YEAR	7/31/2009
7/1/2009	7/7/2009		7/31/2009
7/8/2009	8/5/2009		8/31/2009
8/6/2009	9/4/2009		9/30/2009
9/5/2009	10/5/2009		10/30/2009
10/6/2009	11/3/2009		11/30/2009
11/4/2009	12/2/2009		12/18/2010
12/3/2009	1/6/2010		1/29/2010
1/7/2010	2/4/2010		2/26/2010
2/5/2010	3/5/2010		3/26/2010
3/6/2010	4/5/2010		4/30/2010
4/6/2010	5/5/2010		5/28/2010
5/6/2010	6/3/2010		6/30/2010
6/4/2010	6/30/2010	PART OF JULY PAYROLL	7/31/2010
		FINAL POSTING/END OF YEAR	
		ALL PAY AND LEAVE POSTED THRU JUNE 30	

DATES SUBJECT TO CHANGE: Notification will be sent by email when this is necessary.

*****ALL TIME SHEETS AND/OR ANY DOCUMENTATION ARE DUE TO THE PAYROLL DEPARTMENT (Location 8004) THE NEXT BUSINESS DAY AFTER CUTOFF.**

ALL EDL PAPERWORK SHOULD BE SUBMITTED BY CLOSE OF BUSINESS ON THE DAY OF OCCURANCE (6TH DAY OUT AND 1ST DAY OF RETURN). THIS CAN BE FAXED TO PAM HOOPER AT 988-6234 AND THE ORIGINALS SENT BY PONY.

******INTEROFFICE:** Please forward changes and time records to Payroll as they are processed. Do not wait until the deadline date to send time records to be entered. If you have any concerns or questions, please do not hesitate to call.