

FY 2011 MONTHLY LEAVE/PAYROLL CUTOFF SCHEDULE

PAY PERIODS			PAYDAY
FROM	THROUGH		
6/4/2010	6/30/2010	PART OF JULY PAYROLL--YR END PROCESSING FINAL POSTING/END OF YEAR	7/28/2010
7/1/2010	7/6/2010		7/28/2010
7/7/2010	8/6/2010		8/31/2010
8/7/2010	9/3/2010		9/30/2010
9/4/2010	10/4/2010		10/29/2010
10/5/2010	11/4/2010		11/30/2010
11/5/2010	12/2/2010		12/17/2010
12/3/2010	1/5/2011		1/31/2011
1/6/2011	2/4/2011		2/28/2011
2/5/2011	3/3/2011		3/25/2011
3/4/2011	4/5/2011		4/29/2011
4/6/2011	5/4/2011		5/27/2011
5/5/2011	6/6/2011		6/30/2011
6/7/2011	6/30/2011	PART OF JULY PAYROLL FINAL POSTING/END OF YEAR ALL PAY AND LEAVE POSTED THRU JUNE 30	7/29/2011

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 CU**

**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.**