

**PAYROLL DEADLINE DATES
2010-2011 FISCAL YEAR**

Listed below are bi-weekly and semi-monthly payroll deadline dates. Appropriate forms should be completed thoroughly, with supervisor's signatures affixed to avoid delays in processing. Your attention to these dates will help to ensure a timely and accurate payroll. Transaction received beyond these dates will be processed on the following payroll. As always, timesheets should be sent to the Business Office by **2:00 PM on the Monday before payday**. We appreciate your cooperation.

***Please note holiday scheduling and send time sheets accordingly.**

Bi-Weekly Pay Period Start Date	Bi – Weekly Pay Period End Date	Check/Direct Deposit Date	Payroll Changes Submitted to HR by:
6/21/2010	7/4/2010	7/9/2010	6/29/2010
7/5/2010	7/18/2010	7/23/2010	7/13/2010
7/19/2010	8/1/2010	8/6/2010	7/27/2010
8/2/2010	8/15/2010	8/20/2010	8/10/2010
8/16/2010	8/29/2010	9/3/2010	8/24/2010
8/30/2010	9/12/2010	9/17/2010	9/7/2010
9/13/2010	9/26/2010	10/1/2010	9/21/2010
9/27/2010	10/10/2010	10/15/2010	10/5/2010
10/11/2010	10/24/2010	10/29/2010	10/19/2010
10/25/2010	11/7/2010	11/12/2010	11/2/2010
11/8/2010	11/21/2010	11/24/2010	*11/15/2010
11/22/2010	12/5/2010	12/10/2010	11/30/2010
12/6/2010	12/19/2010	12/22/2010	*12/13/2010
12/20/2010	1/2/2011	1/7/2011	12/28/2010
1/3/2011	1/16/2011	1/21/2011	1/11/2011
1/17/2011	1/30/2011	2/4/2011	1/25/2011
1/31/2011	2/13/2011	2/18/2011	2/8/2011
2/14/2011	2/27/2011	3/4/2011	2/22/2011
2/28/2011	3/13/2011	3/18/2011	3/8/2011
3/14/2011	3/27/2011	4/1/2011	3/22/2011
3/28/2011	4/10/2011	4/15/2011	4/5/2011
4/11/2011	4/24/2011	4/29/2011	4/19/2011
4/25/2011	5/8/2011	5/13/2011	5/3/2011
5/9/2011	5/22/2011	5/27/2011	5/17/2011
5/23/2011	6/5/2011	6/10/2011	5/31/2011
6/6/2011	6/19/2011	6/24/2011	6/14/2011

Semi-Monthly Pay Period Start Date	Semi-Monthly Pay Period End Date	Check/Direct Deposit Date	Payroll Changes Submitted to HR by:
7/1/2010	7/15/2010	7/15/2010	7/6/2010
7/16/2010	7/31/2010	7/30/2010	7/20/2010
8/1/2010	8/15/2010	8/15/2010	8/5/2010
8/16/2010	8/31/2010	8/30/2010	8/20/2010
9/1/2010	9/15/2010	9/15/2010	9/5/2010
9/16/2010	9/30/2010	9/30/2010	9/20/2010
10/1/2010	10/15/2010	10/15/2010	10/5/2010
10/16/2010	10/31/2010	10/30/2010	10/20/2010
11/1/2010	11/15/2010	11/15/2010	11/5/2010
11/16/2010	11/30/2010	11/30/2010	11/20/2010
12/1/2010	12/15/2010	12/15/2010	12/5/2010
12/16/2010	12/31/2010	12/30/2010	12/20/2010
1/1/2011	1/15/2011	01/14/2011	1/5/2011
1/16/2011	1/31/2011	01/28/2011	1/20/2011
2/1/2011	2/15/2011	2/15/2011	2/5/2011
2/16/2011	2/28/2011	2/28/2011	2/20/2011
3/1/2011	3/15/2011	3/15/2011	3/5/2011
3/16/2011	3/31/2011	3/30/2011	3/20/2011
4/1/2011	4/15/2011	4/15/2011	4/5/2011
4/16/2011	4/30/2011	4/29/2011	4/20/2011
5/1/2011	5/15/2011	05/13/2011	5/5/2011
5/16/2011	5/31/2011	05/28/2011	5/20/2011
6/1/2011	6/15/2011	6/15/2011	6/5/2011
6/16/2011	6/30/2011	6/30/2011	6/20/2011