

MEMORANDUM

TO: ALL EMPLOYEES December 28, 2009
FROM: ANITA SANDERSON, FINANCE DIRECTOR
SUBJECT: 2010 PAYROLL SCHEDULE

<u>DAYS</u>	<u>MONTH</u>	<u>DUE IN ACCOUNTING DEPT.</u>	<u>CHECKS MAILED OR DIRECT DEPOSIT</u>	<u>HOURS</u>
21	January	Thursday, January 21, 2010	Monday, February 1, 2010	168
20	February	Monday, February 22, 2010	Monday, March 1, 2010	160
23	March	Tuesday, March 23, 2010	Thursday, April 1, 2010	184
22	April	Thursday, April 22, 2010	Monday, May 3, 2010	176
21	May	Friday, May 21, 2010	Tuesday, June 1, 2010	168
22	June	Tuesday, June 22, 2010	Thursday, July 1, 2010	176
22	July	Thursday, July 22, 2010	Monday, August 2, 2010	176
22	August	Monday, August 23, 2010	Wednesday, September 1, 2010	176
22	September	Wednesday, September 22, 2010	Friday, October 1, 2010	176
21	October	Thursday, October 21, 2010	Monday, November 1, 2010	168
22	November	Friday, November 19, 2010	Wednesday, December 1, 2010	176
23	December	Tuesday, December 21, 2010	Monday, January 3, 2011	184

PLEASE PLACE IN PROMINENT PLACE IN OFFICE

Please notice that the **“Due in Accounting Dept.”** dates above means that Activity/Attendance Reports **must be in the Accounting Office on that date- BECAUSE** it takes seven (7) days to process and mail payroll.

Therefore Activity / Attendance Reports **must** be turned in by the above dates to insure that your payroll is on time each month.

Activity / Attendance Reports not received on the **“Due In Accounting Dept.”** date will not be processed until the next scheduled payroll. All employees who do not choose direct deposit will have their paychecks mailed to their home / current address on file. Please check the address on your next paycheck and notify the Human Resources Director of any necessary address corrections.

TIME SHEET TIPS:

Record actual time worked, as well as sick, annual leave, and /or other leave days on the appropriate dates.

CODES: A=Annual Leave; S=Sick Leave; M=Military Leave; B=Bereavement; J=Jury;
LA=Leave of Absence; H=Holiday; P=Personal Leave; F=FMLA Leave

Incomplete ACTIVITY/ATTENDANCE REPORTS, with errors, and/or not properly signed by the employee and supervisor will be returned to the supervisor for corrections, causing a delay in your payroll processing.

Employee processing forms are to be completed and submitted to the Human Resources Director prior to the 20th of each month. Any employee processing forms and/or changes of employee pay record **must** be received prior to Activity/Attendance sheets. Any incomplete processing forms will be returned to supervisors and **will delay** employees check.

Thank you for your attention to this memo.