

2009-2010 PAY PERIODS FOR HOURLY & DAILY EMPLOYEES (AND ABSENCE PROCESSING FOR ALL EMPLOYEES)

MONTH	PAYDAY	PAY PERIOD *	
		START	CUTOFF
August 2009	8/31/2009	7/12/2009	8/8/2009
September	9/30/2009	8/9/2009	9/5/2009
October	10/30/2009	9/6/2009	10/3/2009
November	11/30/2009	10/4/2009	10/31/2009
December	12/18/2009	11/1/2009	12/5/2009
January 2010	1/29/2010	12/6/2009	1/16/2010
February	2/26/2010	1/17/2010	2/13/2010
March	3/31/2010	2/14/2010	3/13/2010
April	4/30/2010	3/14/2010	4/17/2010
May	5/28/2010	4/18/2010	5/15/2010
June	6/30/2010	5/16/2010	6/12/2010
July	7/30/2010	6/13/2010	7/17/2010
August	8/31/2010	7/18/2010	8/14/2010



- * **PLEASE NOTE:** * Paychecks for each month will include hours worked ONLY for those dates listed in the PAY PERIOD columns. For Example:
 The September 30 check will include hours worked August 9 through September 5, and turned in on the appropriate timesheet.
 * Any hours worked in September AFTER September 5 will be paid on the October 30 paycheck.
 * Any leave hours taken AFTER September 5 WILL NOT be reflected in the leave balances listed on the September 30 paycheck. They will be reflected in the "Absence" column of the October 30 paycheck.

"HOURS WORKED" INCLUDES ANYTHING that is reported to Payroll on the school/department timesheets for an employee, as follows:

- * For Hourly positions: ALL hours worked, including Overtime; all Leave time used.