

2010-2011 PAYROLL SCHEDULE

MONTH	CLASSIFIED HOURLY TIME SHEET DUE	CLASSIFIED HOURLY PAYDATE	CLASSIFIED MONTHLY TIME SHEET DUE	CLASSIFIED MONTHLY PAYDATE	CERTIFICATED MONTHLY	CERTIFICATED SUBS
SEPTEMBER	15TH (9/1 - 9/15)	9/24	ESA	9/24	9/1-9/17	DUE 9/30
	30TH (9/16 - 9/30)	10/8	30TH (9/1 - 9/30)	10/8	DUE 9/17 PAY 10/1	PAY 10/8
OCTOBER	15TH (10/1 - 10/15)	10/25	ESA	10/25	9/20 - 10/15	DUE 10/29
	29TH (10/16 - 10/31)	11/10	29TH (10/1 - 10/31)	11/10	DUE 10/15 PAY 11/1	PAY 11/10
NOVEMBER	15TH (11/1 - 11/15)	11/23	ESA	11/23	10/18 - 11/12	DUE 11/30
	30TH (11/16 - 11/30)	12/10	30TH (11/1 - 11/30)	12/10	DUE 11/12 PAY 12/1	PAY 12/10
DECEMBER	15TH (12/1 - 12/15)	12/22	ESA	12/22	11/15 - 12/17	DUE 12/17
	17TH (12/16 - 12/31)	1/10	17TH (12/1 - 12/31)	1/10	DUE 12/17 PAY 1/3	PAY 1/10
JANUARY	14TH (1/1 - 1/15)	1/25	ESA	1/25	12/20 - 1/14	DUE 1/31
	31ST (1/16 - 1/31)	2/10	31ST (1/1 - 1/31)	2/10	DUE 1/14 PAY 2/1	PAY 2/10
FEBRUARY	15TH (2/1 - 2/15)	2/25	ESA	2/25	1/18 - 2/18	DUE 2/28
	28TH (2/16 - 2/28)	3/10	28TH (2/1 - 2/28)	3/10	DUE 2/18 PAY 3/1	PAY 3/10
MARCH	15TH (3/1 - 3/15)	3/25	ESA	3/25	2/21 - 3/18	DUE 3/31
	31ST (3/16 - 3/31)	4/8	31ST (3/1 - 3/31)	4/8	DUE 3/18 PAY 4/1	PAY 4/8
APRIL	15TH (4/1 - 4/15)	4/25	ESA	4/25	3/21 - 4/15	DUE 4/29
	29TH (4/16 - 4/30)	5/10	29TH (4/1 - 4/30)	5/10	DUE 4/15 PAY 5/2	PAY 5/10
MAY	13TH (5/1 - 5/15)	5/25	ESA	5/25	4/18 - 5/20	DUE 5/31
	31ST (5/16 - 5/31)	6/10	31ST (5/1 - 5/31)	6/10	DUE 5/20 PAY 6/1	PAY 6/10
JUNE	15TH (6/1 - 6/15)	6/24	ESA	6/24	5/23 - 6/17	DUE 6/24
	24TH (6/16 - 6/23)	7/8	24TH (6/1 - 6/23)	7/8	DUE 6/17	PAY 7/8
	30TH IF WORKING	7/8	30TH (6/1 - 6/30)	7/8	6/20-6/24	
					DUE 6/24 PAY 7/1	

Time Sheets are due *in* the payroll office by noon on the date indicated. Please either hand deliver or send them via inter-office so that they will arrive *on time*. Please note that *all* pay and due dates are tentative and subject to change.

*** ALL PAYROLL FORMS AND TIME SHEETS MUST BE SIGNED, BY BOTH EMPLOYEE AND SUPERVISOR.
FORMS WITHOUT SIGNATURES WILL NOT BE PROCESSED**