

To: **All Principals/Secretaries**
From: Christi Griffin
Date: June 23, 2009

Subject: Pay dates for the 2009-2010 school year

<u>PAYROLL MONTH</u>	<u>PAY DATES</u>
July	July 24, 2009
August	August 25, 2009
September	September 25, 2009
October	October 23, 2009
November	November 20, 2009
December	December 17, 2009
January	January 25, 2010
February	February 25, 2010
March	March 25, 2010
April	April 23, 2010
May	May 25, 2010
June	June 25, 2010

Below are the scheduled deadlines for submitting hourly and miscellaneous payroll. All forms must be in the payroll office by the due dates to be included in that month's payroll. Remember, all ATPs must be approved in HR before coming to payroll.

HOURLY & MISCELLANEOUS PAYROLLS

<u>PAYROLL MONTH</u>	<u>DUE IN BUSINESS OFFICE</u>
July	July 10, 2009
August	August 7, 2009
September	September 11, 2009
October	October 9, 2009
November	November 6, 2009
December	December 4, 2009
January	January 8, 2010
February	February 12, 2010
March	March 5, 2010
April	April 9, 2010
May	May 7, 2010
June	June 11, 2010

If you have any questions, please call Christi Griffin at extension 1021 in the Business Office. Deadlines are subject to change with advance notice. Thank you for your cooperation.