

# January

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

HOLIDAY

**2**

**3**

**4**

Hourly Summaries  
Due: Pay period  
12/16/09 – 12/31/09

**5**

**6**

**7**

**8**

Deadline for  
paperwork to HRS:  
Hourly pay period  
1/1/10 – 1/15/10  
Salaried pay period  
1/16/10 – 1/31/10

**9**

**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
1/1/10 – 1/15/10

PAYDAY

**15**

**16**

**17**

**18**

HOLIDAY

**19**

Hourly Summaries  
Due: Pay period  
1/1/10 – 1/15/10  
Salaried Summaries  
Due: Pay period  
12/1/09 – 12/31/09

**20**

**21**

**22**

Deadline for  
paperwork to HRS:  
Hourly pay period  
1/16/10 – 1/31/10  
Salaried pay period  
2/1/10 – 2/15/10

**23**

**24**

**25**

**26**

**27**

**28**

Hourly Summaries  
Available: PPE  
1/16/10 – 1/31/10  
Salaried Summaries  
Available: PPE  
1/1/10 – 1/31/10

PAYDAY

**29**

**30**

**31**

**2010**

# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> Hourly Summaries Due: Pay period 1/16/10 – 1/31/10	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Deadline for paperwork to HRS: Hourly pay period 2/1/10 – 2/15/10 Salaried pay period 2/16/10 – 2/28/10	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Hourly Summaries Available: PPE 2/1/10 – 2/15/10	<b>13</b>
<b>14</b>	<b>15</b> PAY DAY	<b>16</b> Hourly Summaries Due: Pay period 2/1/10 – 2/15/10 Salaried Summaries Due: Pay period 1/1/10 – 1/31/10	<b>17</b>	<b>18</b>	<b>19</b> Deadline for paperwork to HRS: Hourly pay period 2/16/10 – 2/28/10 Salaried pay period 3/1/10 – 3/15/10	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Hourly Summaries Available: PPE 2/16/10 – 2/28/10 Salaried Summaries Available: PPE 2/1/10 – 2/28/10	<b>26</b> PAYDAY	<b>27</b>
<b>28</b>						

2010

# March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> Hourly Summaries Due: Pay period 2/16/10 – 2/28/10	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Deadline for paperwork to HRS: Hourly pay period 3/1/10 – 3/15/10 Salaried pay period 3/16/10 – 3/31/10	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Hourly Summaries Available: PPE 3/1/10 – 3/15/10	<b>13</b>
<b>14</b>	<b>15</b> PAY DAY	<b>16</b> Hourly Summaries Due: Pay period 3/1/10 – 3/15/10 Salaried Summaries Due: Pay period 2/1/10 – 2/28/10	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Deadline for paperwork to HRS: Hourly pay period 3/16/10 – 3/31/10 Salaried pay period 4/1/10 – 4/15/10	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> Hourly Summaries Available: PPE 3/16/10 – 3/31/10 Salaried Summaries Available: PPE 3/1/10 – 3/31/10	<b>31</b> PAY DAY			

2010

# April

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay period  
3/16/10 – 3/31/10

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

Deadline for  
paperwork to HRS:  
Hourly pay period  
4/1/10 – 4/15/10  
Salaried pay period  
4/16/10 – 4/30/10

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
4/1/10 – 4/15/10

**15**

PAY DAY

**16**

Hourly Summaries  
Due: Pay period  
4/1/10 – 4/15/10  
Salaried Summaries  
Due: Pay period  
3/1/10 – 3/31/10

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

Deadline for  
paperwork to HRS:  
Hourly pay period  
4/16/10 – 4/30/10  
Salaried pay period  
5/1/10 – 5/15/10

**25**

**26**

**27**

**28**

**29**

Hourly Summaries  
Available: PPE  
4/16/10 – 4/30/10  
Salaried Summaries  
Available: PPE  
4/1/10 – 4/30/10

**30**

PAY DAY

**2010**

# May

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

Hourly Summaries  
Due: Pay period  
4/16/10 – 4/30/10

**4**

**5**

**6**

**7**

Deadline for  
paperwork to HRS:  
Hourly pay period  
5/1/10 – 5/15/10  
Salaried pay period  
5/16/10 – 5/31/10

**8**

**9**

**10**

**11**

**12**

**13**

Hourly Summaries  
Available: PPE  
5/1/10 – 5/15/10

**14**

PAY DAY

**15**

**16**

**17**

Hourly Summaries  
Due: Pay period  
5/1/10 – 5/15/10  
Salaried Summaries  
Due: Pay period  
4/1/10 – 4/30/10

**18**

**19**

**20**

**21**

Deadline for  
paperwork to HRS:  
Hourly pay period  
5/16/10 – 5/31/10  
Salaried pay period  
6/1/10 – 6/15/10

**22**

**23**

**24**

**25**

**26**

**27**

Hourly Summaries  
Available: PPE  
5/16/10 – 5/31/10  
Salaried Summaries  
Available: PPE  
5/1/10 – 5/31/10

**28**

PAY DAY

**29**

**30**

**31**

HOLIDAY

2010

# June

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay period  
5/16/10 – 5/31/10

**2**

**3**

**4**

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**9**

**10**

**11**

**12**

Deadline for  
paperwork to HRS:  
Hourly pay period  
6/1/10 – 6/15/10  
Salaried pay period  
6/16/10 – 6/30/10

**13**

**14**

Hourly Summaries  
Available: PPE  
6/1/10 – 6/15/10

**15**

PAY DAY

**16**

Hourly Summaries  
Due: Pay period  
6/1/10 – 6/15/10  
Salaried Summaries  
Due: Pay period  
5/1/10 – 5/31/10

**17**

**18**

**19**

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**22**

**23**

**24**

**25**

**26**

Deadline for  
paperwork to HRS:  
Hourly pay period  
6/16/10 – 6/30/10  
Salaried pay period  
7/1/10 – 7/15/10

**27**

**28**

**29**

Hourly Summaries  
Available: PPE  
6/16/10 – 6/30/10  
Salaried Summaries  
Available: PPE  
6/1/10 – 6/30/10

**30**

PAY DAY

2010

# July

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay period  
6/16/10 – 6/30/10

**2**

**3**

**4**

**5**  
HOLIDAY

**6**

**7**

**8**

Deadline for  
paperwork to HRS:  
Hourly pay period  
7/1/10 – 7/15/10  
Salaried pay period  
7/16/10 – 7/31/10

**9**

**10**

**11**

**12**

**13**

**14**  
Hourly Summaries  
Available: PPE  
7/1/10 – 7/15/10

**15**

PAY DAY

**16**

Hourly Summaries  
Due: Pay period  
7/1/10 – 7/15/10  
Salaried Summaries  
Due: Pay period  
6/1/10 – 6/30/10

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

Deadline for  
paperwork to HRS:  
Hourly pay period  
7/16/10 – 7/31/10  
Salaried pay period  
8/1/10 – 8/15/10

**25**

**26**

**27**

**28**

**29**

Hourly Summaries  
Available: PPE  
7/16/10 – 7/31/10  
Salaried Summaries  
Available: PPE  
7/1/10 – 7/31/10

**30**

PAY DAY

**31**

2010

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b> Hourly Summaries Due: Pay period 7/16/10 – 7/31/10	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Deadline for paperwork to HRS: Hourly pay period 8/1/10 – 8/15/10 Salaried pay period 8/16/10 – 8/31/10	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Hourly Summaries Available: PPE 8/1/10 – 8/15/10	<b>13</b> PAY DAY	<b>14</b>
<b>15</b>	<b>16</b> Hourly Summaries Due: Pay period 8/1/10 – 8/15/10 Salaried Summaries Due: Pay period 7/1/10 – 7/31/10	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Deadline for paperwork to HRS: Hourly pay period 8/16/10 – 8/31/10 Salaried pay period 9/1/10 – 9/15/10	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> Hourly Summaries Available: PPE 8/16/10 – 8/31/10 Salaried Summaries Available: PPE 8/1/10 – 8/31/10	<b>31</b> PAY DAY				

2010

# September

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay period  
8/16/10 – 8/31/10

**2**

**3**

**4**

**5**

**6**

HOLIDAY

**7**

**8**

Deadline for  
paperwork to HRS:  
Hourly pay period  
9/1/10 – 9/15/10  
Salaried pay period  
9/16/10 – 9/30/10

**9**

**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
9/1/10 – 9/15/10

**15**

PAY DAY

**16**

Hourly Summaries  
Due: Pay period  
9/1/10 – 9/15/10  
Salaried Summaries  
Due: Pay period  
8/1/10 – 8/31/10

**17**

**18**

**19**

**20**

**21**

**22**

**23**

Deadline for  
paperwork to HRS:  
Hourly pay period  
9/16/10 – 9/30/10  
Salaried pay period  
10/1/10 – 10/15/10

**24**

**25**

**26**

**27**

**28**

**29**

Hourly Summaries  
Available: PPE  
9/16/10 – 9/30/10  
Salaried Summaries  
Available: PPE  
9/1/10 – 9/30/10

**30**

PAY DAY

2010

# October

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

Hourly Summaries  
Due: Pay period  
9/16/10 – 9/30/10

**3**

**4**

**5**

**6**

**7**

**8**

**9**

Deadline for  
paperwork to HRS:  
Hourly pay period  
10/1/10 – 10/15/10  
Salaried pay period  
10/16/10 – 10/31/10

**10**

**11**

**12**

**13**

**14**

**15**

**16**

Hourly Summaries  
Available: PPE  
10/1/10 – 10/15/10

PAY DAY

**17**

**18**

**19**

**20**

**21**

**22**

**23**

Hourly Summaries  
Due: Pay period  
10/1/10 – 10/15/10  
Salaried Summaries  
Due: Pay period  
9/1/10 – 9/30/10

Deadline for  
paperwork to HRS:  
Hourly pay period  
10/16/10 – 10/31/10  
Salaried pay period  
11/1/10 – 11/15/10

**24**

**25**

**26**

**27**

**28**

**29**

**30**

Hourly Summaries  
Available: PPE  
10/16/10 – 10/31/10  
Salaried Summaries  
Available: PPE  
10/1/10 – 10/31/10

PAY DAY

**31**

**2010**

# November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> Hourly Summaries Due: Pay period 10/16/10 – 10/31/10	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Deadline for paperwork to HRS: Hourly pay period 11/1/10 – 11/15/10 Salaried pay period 11/16/10 – 11/30/10	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Hourly Summaries Available: PPE 11/1/10 – 11/15/10	<b>13</b>
<b>14</b>	<b>15</b> PAY DAY	<b>16</b> Hourly Summaries Due: Pay period 11/1/10 – 11/15/10 Salaried Summaries Due: Pay period 10/1/10 – 10/31/10	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> Deadline for paperwork to HRS: Hourly pay period 11/16/10 – 11/30/10 Salaried pay period 12/1/10 – 12/15/10	<b>24</b>	<b>25</b> HOLIDAY	<b>26</b> FLOATING HOLIDAY	<b>27</b>
<b>28</b>	<b>29</b> Hourly Summaries Available: PPE 11/16/10 – 11/30/10 Salaried Summaries Available: PPE 11/1/10 – 11/30/10	<b>30</b> PAY DAY				

2010

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> Hourly Summaries Due: Pay period 11/16/10 – 11/30/10	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Deadline for paperwork to HRS: Hourly pay period 12/1/10 – 12/15/10 Salaried pay period 12/16/10 – 12/31/10	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Hourly Summaries Available: PPE 12/1/10 – 12/15/10	<b>15</b> PAY DAY	<b>16</b> Hourly Summaries Due: Pay period 12/1/10 – 12/15/10 Salaried Summaries Due: Pay period 11/1/10 – 11/30/10	<b>17</b> Deadline for paperwork to HRS: Hourly pay period 12/16/10 – 12/31/10 Salaried pay period 1/1/11 – 1/15/11	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Hourly Summaries Available: PPE 12/16/10 – 12/31/10 Salaried Summaries Available: PPE 12/1/10 – 12/31/10	<b>23</b> FLOATING HOLIDAY	<b>24</b> HOLIDAY	<b>25</b>
<b>26</b>	<b>27</b> FLOATING HOLIDAY	<b>28</b> FLOATING HOLIDAY	<b>29</b> ADMINISTRATIVE CLOSURE	<b>30</b> ADMINISTRATIVE CLOSURE	<b>31</b> PAY DAY HOLIDAY OBSERVED	

2010