

2010 PAYROLL SCHEDULE

***** FINAL *****

Updated 09/08/09 JML

ST = Student
 BW = Biweekly
 MO = Monthly

If Payroll
 enters the
 time card use
 this column...

If you enter
 the timecard
 use this
 column...

HOLIDAYS	BANK HOLIDAYS	M U HOLIDAYS	Pay Period #	PAYROLL CODE	HOURLY PERIOD COVERED	AUTOGEN PERIOD COVERED	CHECK DATE	ALL S.A.s, TIMECARDS, TIME SHEETS TO PAYROLL BY 12:00 PM	ALL ORACLE TIMEKEEPING ENTRIES IN SYSTEM BY 12:00 PM	
JANUARY				1	BW	12/13 - 12/26	12/20 - 1/2	01/06/10	12/22/09	12/23/09
New Year's Day	01/01/10	01/01/10	1	ST	12/17 - 12/30		01/13/10	01/04/10	n/a	
Martin Luther King, Jr.	01/18/10	01/18/10	2	BW	12/27 - 1/9	1/3 - 1/16	01/20/10	01/08/10	01/11/10	
			2	ST	12/31 - 1/13		01/27/10	01/15/10	n/a	
			1	MO	1/1 - 1/31		01/29/10	01/20/10	n/a	
FEBRUARY				3	BW	1/10 - 1/23	1/17 - 1/30	02/03/10	01/25/10	01/26/10
			3	ST	1/14 - 1/27		02/10/10	02/01/10	n/a	
President's Day	02/15/10		4	BW	1/24 - 2/6	1/31 - 2/13	02/17/10	02/05/10	02/08/10	
			4	ST	1/28 - 2/10		02/24/10	02/15/10	n/a	
			2	MO	2/1 - 2/28		02/26/10	02/17/10	n/a	
MARCH				5	BW	2/7 - 2/20	2/14 - 2/27	03/03/10	02/22/10	02/23/10
			5	ST	2/11 - 2/24		03/10/10	03/01/10	n/a	
			6	BW	2/21 - 3/6	2/28 - 3/13	03/17/10	03/08/10	03/09/10	
			6	ST	2/25 - 3/10		03/24/10	03/15/10	n/a	
			3	MO	3/1 - 3/31		03/31/10	03/19/10	n/a	
			7	BW	3/7 - 3/20	3/14 - 3/27	03/31/10	03/22/10	03/23/10	
APRIL				7	ST	3/11 - 3/24		04/07/10	03/26/10	n/a
Good Friday		04/02/10	8	BW	3/21 - 4/3	3/28 - 4/10	04/14/10	04/05/10	04/06/10	
			8	ST	3/25 - 4/7		04/21/10	04/12/10	n/a	
			9	BW	4/4 - 4/17	4/11 - 4/24	04/28/10	04/19/10	04/20/10	
			4	MO	4/1 - 4/30		04/30/10	04/21/10	n/a	
MAY				9	ST	4/8 - 4/21		05/05/10	04/26/10	n/a
			10	BW	4/18 - 5/1	4/25 - 5/8	05/12/10	05/03/10	05/04/10	
			10	ST	4/22 - 5/5		05/19/10	05/10/10	n/a	
Memorial Day	05/31/10	05/31/10	11	BW	5/2 - 5/15	5/9 - 5/22	05/26/10	05/17/10	05/18/10	
			5	MO	5/1 - 5/31		05/28/10	05/19/10	n/a	
JUNE				11	ST	5/6 - 5/19		06/02/10	05/21/10	n/a
			12	BW	5/16 - 5/29	5/23 - 6/5	06/09/10	05/28/10	06/01/10	
			12	ST	5/20 - 6/2		06/16/10	06/07/10	n/a	
			13	BW	5/30 - 6/12	6/6 - 6/19	06/23/10	06/14/10	06/15/10	
			6	MO	6/1 - 6/30		06/30/10	06/18/10	n/a	

Please note the early deadlines in several months due to holidays (highlighted in yellow).
 For BW Hourly time that gets entered by the payroll dept. it may be necessary to estimate hours worked.
 Adjustments can always be made on a subsequent payroll, similar to the Autogen adjustments.
 Please note the blue highlighted areas. These payrolls are "no deduct" dates for benefits for either BW Hourly or BW Autogen as noted.