

## FY10 Schedule for Payment of Classified (Biweekly), Hourly and College Work Study (CWS) Employees

If an employee is to be paid:	All documents other than ACCeTimesheets must be in the Office of Human Resources or in the PA System and approved by:	ACCeTimesheets for pay period of:	ACCeTimesheets must be submitted NOT later than 11:30 pm:
September 25	September 11	Aug. 30 – Sept. 12	September 15
October 9	September 25	Sept. 13 – Sept. 26	September 29
October 23	October 9	Sept. 27 – Oct. 10	October 13
November 6	October 23	Oct. 11 – Oct. 24	October 27
November 20	November 6	Oct. 25 – Nov. 7	November 10
December 4*	November 20	Nov. 8 – Nov. 21	November 20 †
December 16 **	December 4	Nov. 22 – Dec. 5	December 1 †
December 18 ***	December 4	Dec. 6 – Dec. 19	December 8 †
January 15	December 18	Dec. 20 – Jan. 2	January 5
January 29	January 15	Jan. 3 – Jan. 16	January 19
February 12	January 29	Jan. 17 – Jan. 30	February 2
February 26	February 12	Jan. 31 – Feb. 13	February 16
March 12	February 26	Feb. 14 – Feb. 27	March 2
March 26 ****	March 5	Feb. 28 – Mar. 13	March 9 †
April 9	March 26	Mar. 14 – Mar. 27	March 30
April 23	April 9	Mar. 28 – Apr. 10	April 13
May 7	April 23	Apr. 11 – Apr. 24	April 27
May 21	May 7	Apr. 25 – May 8	May 11
June 4	May 21	May 9 – May 22	May 25
June 18	June 4	May 23 – June 5	June 8
July 2	June 18	June 6 – June 19	June 22
July 16	July 2	June 20 – July 3	July 6
July 30	July 16	July 4 – July 17	July 20
August 13	July 30	July 18 – July 31	August 3
August 27	August 13	Aug. 1 – Aug. 14	August 17
September 10	August 27	Aug. 15 – Aug. 28	August 31
September 24	September 10	Aug. 29 – Sept. 11	September 14

\* For December 4, 2009 payroll, time must be estimated for November 21 and timesheets submitted on November 20. Make adjustments on amended paper timesheet, to be paid next pay period.

\*\* For December 16, 2009 payroll, time must be estimated for December 2-5, and timesheets submitted on December 1. Make adjustments on amended paper timesheet, to be paid next pay period.

\*\*\* For the December 18 payroll estimate time through December 9-19, 2009. Submit timesheets by December 8. Make adjustments on amended paper timesheet, to be paid next pay period.

\*\*\*\* For the March 26 payroll estimate time through March 10-13, 2010 and submit timesheets on March 9, 2010. Make adjustments on amended paper timesheet, to be paid next pay period.

† **Note: Early ACCeTimesheet submission dates.**

Winter Break is December 22, 2009 - January 3, 2010. Spring Break is March 15-21, 2010. NOTE: Payroll documents received after the scheduled dates will be processed for payment on the next appropriate payroll.