

## FY10 Timesheet Submission Dates for Classified Staff Paid Monthly

Pay dates:	Pay received for this period includes these dates:	**Reporting of absences & overtime worked includes these dates:	Timesheet submitted by 11:30 pm on:	All necessary documents due to HR Records or in PA system & approved by:
September 30	Sept. 1 – Sept. 30	Aug. 1 – Aug 31	September 8	September 11
October 30	Oct. 1 – Oct. 31	Sept. 1 – Sept. 30	October 8	October 9
November 30	Nov. 1 – Nov. 30	Oct. 1 – Oct. 31	November 6	November 9
December 16*	Dec. 1 – Dec. 31	Nov. 1 – Nov. 30	<b>November 20 (estimated)</b>	November 20
January 29	Jan. 1 – Jan. 31	Dec. 1 – Dec. 31	January 7	January 8
February 26	Feb. 1 – Feb. 28	Jan. 1 – Jan. 31	February 5	February 12
March 31	Mar. 1 – Mar. 31	Feb. 1 – Feb. 28	March 5	March 12
April 30	Apr. 1 – Apr. 30	Mar. 1 – Mar. 31	April 6	April 9
May 28	May 1 – May 31	Apr. 1 – Apr. 30	May 7	May 14
June 30	June 1 – June 30	May 1 – May 31	June 7	June 11
July 30	July 1 – July 31	June 1 – June 30	July 6	July 9
August 31	Aug. 1 – Aug. 31	July 1 – July 31	August 6	August 13
September 30	Sept. 1 – Sept. 30	Aug. 1 – Aug. 31	September 7	September 10

\* December 16 – Employees will not receive another paycheck until January 29, 2010.

\*\* Leave and/or Overtime only will be paid in the month after it was earned, for example, Sept. 1 to Sept. 30 Leave and/or Overtime hours will be paid on October 30.