

PAYROLL SCHEDULES AND DEADLINES-2009

*Transactions must be in Payroll - East Teams have earlier deadlines departments must meet

Bi-Weekly												Monthly								
PP #	Begin Date	DAY	End Date	DAY	*Additional Pay, Job Changes for current pay period Historical Edits for Previous Period	DAY	Black Out	DAY	Check Date	DAY	Deduction Type for Checks	* Additional Pay, Job Changes for current pay period	DAY	Leave Time Deadline	DAY	Black Out	DAY	Check Date	DAY	
1	08/23/08	Sat	09/05/08	Fri	09/04/08	Thu	09/09/08	Tue	9/12/208	Fri	INSURANCE									
2	09/06/08	Sat	09/19/08	Fri	09/18/08	Thu	09/23/08	Tue	09/26/08	Fri	OPTIONAL	09/22/08	Mon	09/24/08	Wed	09/25/08	Thu	10/01/08	Wed	
3	9/20/208	Sat	10/03/08	Fri	10/02/08	Thu	10/07/08	Tue	10/10/08	Fri	INSURANCE									
4	10/04/08	Sat	10/17/08	Fri	10/16/08	Thu	10/21/08	Tue	10/24/08	Fri	OPTIONAL	10/24/08	Fri	10/27/08	Mon	10/28/08	Tue	11/03/08	Mon	
5	10/18/08	Sat	10/31/08	Fri	10/30/08	Thu	11/04/08	Tue	11/07/08	Fri	MANDATORY									
6	11/01/08	Sat	11/14/08	Fri	11/13/08	Thu	11/18/08	Tue	11/21/08	Fri	INSURANCE	11/20/08	Thu	11/21/08	Fri	11/24/08	Mon	12/01/08	Mon	
7	11/15/08	Sat	11/28/08	Fri	11/26/08	Thu	12/02/08	Tue	12/05/08	Fri	OPTIONAL									
8	11/29/08	Sat	12/12/08	Fri	12/11/08	Thu	12/16/08	Tue	12/19/08	Fri	INSURANCE	12/15/08	Mon	12/17/08	Wed	12/18/08	Thu	01/02/09	Fri	
9	12/13/08	Sat	12/26/08	Fri	12/19/08	Thu	12/29/08	Mon	01/02/09	Fri	OPTIONAL									
10	12/27/08	Sat	01/09/09	Fri	01/08/09	Thu	01/13/09	Tue	01/16/09	Fri	INSURANCE	01/20/09	Tue	01/21/09	Wed	01/22/09	Thu	02/02/09	Mon	
11	01/10/09	Sat	01/23/09	Fri	01/22/09	Thu	01/27/09	Tue	01/30/09	Fri	OPTIONAL									
12	01/24/09	Sat	02/06/09	Fri	02/05/09	Thu	02/10/09	Tue	02/13/09	Fri	INSURANCE	02/17/09	Tue	02/18/08	Wed	02/19/09	Thu	03/02/09	Mon	
13	02/07/09	Sat	02/20/09	Fri	02/19/09	Thu	02/24/09	Tue	02/27/09	Fri	OPTIONAL									
14	02/21/09	Sat	03/06/09	Fri	03/05/09	Thu	03/10/09	Tue	03/13/09	Fri	INSURANCE	03/24/09	Tue	03/25/09	Wed	03/26/09	Thu	04/01/09	Wed	
15	03/07/09	Sat	03/20/09	Fri	03/19/09	Thu	03/24/09	Tue	03/27/09	Fri	OPTIONAL									
16	03/21/09	Sat	04/03/09	Fri	04/02/09	Thu	04/07/09	Tue	04/10/09	Fri	INSURANCE	04/23/09	Thu	04/24/09	Fri	04/27/09	Mon	05/01/09	Fri	
17	04/04/09	Sat	04/17/09	Fri	04/16/09	Thu	04/21/09	Tue	04/24/09	Fri	OPTIONAL									
18	04/18/09	Sat	05/01/09	Fri	04/30/09	Thu	05/05/09	Tue	05/08/09	Fri	INSURANCE	05/20/09	Wed	05/26/09	Thu	05/27/09	Wed	06/01/09	Mon	
19	05/02/09	Sat	05/15/09	Fri	05/14/09	Thu	05/19/09	Tue	05/22/09	Fri	OPTIONAL									
20	05/16/09	Sat	05/29/09	Fri	05/28/09	Thu	06/02/09	Tue	06/05/09	Fri	MANDATORY	06/23/09	Thu	06/24/09	Wed	06/25/09	Thu	07/01/09	Wed	
21	05/30/09	Sat	06/12/09	Fri	06/11/09	Thu	06/16/09	Tue	06/19/09	Fri	INSURANCE									
22	06/13/09	Sat	06/26/09	Fri	06/25/09	Thu	06/30/09	Tue	07/03/09	Fri	OPTIONAL	07/21/09	Tue	07/22/09	Wed	07/23/09	Thu	08/03/09	Mon	
23	06/27/09	Sat	07/10/09	Fri	07/09/09	Thu	07/14/09	Tue	07/17/09	Fri	INSURANCE									
24	07/11/09	Sat	07/24/09	Fri	07/23/09	Thu	07/28/09	Tue	07/31/09	Fri	OPTIONAL	08/18/09	Tue	08/19/09	Wed	08/20/09	Thu	09/01/09	Tue	
25	07/25/09	Sat	08/07/09	Fri	08/06/09	Thu	08/11/09	Tue	08/14/09	Fri	INSURANCE									
26	08/08/09	Sat	08/21/09	Fri	08/20/09	Thu	08/25/09	Tue	08/28/09	Fri	OPTIONAL									