

Staff Payroll Calendar December 2009

B2=Bi-Weekly, Hourly Payroll

SM=Semi-Monthly Payroll

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>SM-23 Begins</i> <i>SM-23 Paperwork Due in HR</i>	2 <i>SM-24 Paperwork Due in HR</i>	3	4 <i>B2-25 Timesheets Due in Payroll by Noon</i>	5 <i>B2-25 Ends</i>
6 <i>B2-26 Begins</i>	7	8	9	10	11 <i>B2-25 Pay Day</i> <i>B2-26 Paperwork Due to HR</i>	12
13	14	15 <i>B2-26 Timesheets Due to Payroll by Noon</i> <i>SM-23 Ends</i> <i>SM-23 & 24 Pay Day</i>	16 <i>SM-24 Begins</i>	17	18	19 <i>B2-26 Ends</i>
20 <i>B2-1 Begins</i>	21	22 <i>B2-26 Pay Day</i>	23	24	25 <i>Holiday</i>	26
27	28 <i>Winter Recess</i>	29 <i>Winter Recess</i>	30 <i>Winter Recess</i>	31 <i>Winter Recess</i> <i>SM-24 Ends</i>		