

January 2010

B2=Bi-Weekly, Hourly Payroll **SM=Semi-Monthly Payroll**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
*B2-1 Timesheets due 12/24/2009					1 New Years Day SM-01 Begins	2 B2-1 Ends
3 B2-2 Begins	4 For individuals working during break timesheets due by noon SM-1 Paperwork due to HR	5	6	7	8 B2-1 Payday B2-2 Paperwork due to HR	9
10	11	12	13	14 B2-2 Timesheets due SM-2 Paperwork due to HR	15 SM-01 Payday SM-01 Ends	16 B2-2 Ends SM-02 Begins
17 B2-3 Begins	18 M.L. King Holiday	19	20	21	22 B2-2 Payday B2-3 Paperwork due to HR	23
24	25	26	27	28	29 B2-3 Timesheets due SM-02 Payday	30 B2-3 Ends
31 B2-4 Begins SM-02 Ends						