

## 2010 PAYROLL DATES

### BI-WEEKLY PAYROLL

### MONTHLY PAYROLL

| Period Start    | Period End      | Non- Timesheet Paperwork due | Timesheets Due         | Check Date               | Health<br>Dental<br>SupplLife<br>HCRA<br>DCRA | Period Start   | Period End      | Non- Timesheet Paperwork Due | Prior Months Leave Records Due | Check Date             |
|-----------------|-----------------|------------------------------|------------------------|--------------------------|---|--|-----------------|------------------------------|--------------------------------|------------------------|
| <b>2009</b>     |                 |                              |                        |                          |   | <b>2009</b>  |                 |                              |                                |                        |
| Sun, Dec 06, 09 | Sat, Dec 19, 09 | Wed, Dec 16, 09              | <b>Fri, Dec 18, 09</b> | <b>Thu, Dec 24, 09</b> * | DED   | Tue, Dec 01, 09  | Thu, Dec 31, 09 | Fri, Dec 04, 09              | Fri, Dec 04, 09                | <b>Fri, Dec 18, 09</b> |
| <b>2010</b>     |                 |                              |                        |                          |   | <b>2010</b>  |                 |                              |                                |                        |
| Sun, Dec 20, 09 | Sat, Jan 02, 10 | <b>Wed, Dec 23, 09</b>       | Mon, Jan 04, 10        | Fri, Jan 08, 10 *        | DED   | Fri, Jan 01, 10  | Sun, Jan 31, 10 | Tue, Jan 05, 10              | <b>Wed, Dec 23, 09</b>         | Wed, Jan 20, 10 **     |
| Sun, Jan 03, 10 | Sat, Jan 16, 10 | Wed, Jan 13, 10              | Mon, Jan 18, 10        | Fri, Jan 22, 10          | DED   | Mon, Feb 01, 10  | Sun, Feb 28, 10 | Fri, Feb 05, 10              | Fri, Feb 05, 10                | <b>Fri, Feb 19, 10</b> |
| Sun, Jan 17, 10 | Sat, Jan 30, 10 | Wed, Jan 27, 10              | Mon, Feb 01, 10        | Fri, Feb 05, 10          | DED   | Mon, Mar 01, 10  | Wed, Mar 31, 10 | Fri, Mar 05, 10              | Fri, Mar 05, 10                | <b>Fri, Mar 19, 10</b> |
| Sun, Jan 31, 10 | Sat, Feb 13, 10 | Wed, Feb 10, 10              | Mon, Feb 15, 10        | Fri, Feb 19, 10          | DED   | Thu, Apr 01, 10  | Fri, Apr 30, 10 | Mon, Apr 05, 10              | Mon, Apr 05, 10                | Tue, Apr 20, 10        |
| Sun, Feb 14, 10 | Sat, Feb 27, 10 | Wed, Feb 24, 10              | Mon, Mar 01, 10        | Fri, Mar 05, 10          | DED   | Sat, May 01, 10  | Mon, May 31, 10 | Wed, May 05, 10              | Wed, May 05, 10                | Thu, May 20, 10        |
| Sun, Feb 28, 10 | Sat, Mar 13, 10 | Wed, Mar 10, 10              | Mon, Mar 15, 10        | Fri, Mar 19, 10          | DED   | Tue, Jun 01, 10  | Wed, Jun 30, 10 | <b>Fri, Jun 04, 10</b>       | <b>Fri, Jun 04, 10</b>         | <b>Fri, Jun 18, 10</b> |
| Sun, Mar 14, 10 | Sat, Mar 27, 10 | Wed, Mar 24, 10              | <b>Fri, Mar 26, 10</b> | <b>Thu, Apr 01, 10</b>   | DED   | Thu, Jul 01, 10  | Sat, Jul 31, 10 | <b>Fri, Jul 02, 10</b>       | <b>Fri, Jul 02, 10</b>         | Tue, Jul 20, 10        |
| Sun, Mar 28, 10 | Sat, Apr 10, 10 | Wed, Apr 07, 10              | Mon, Apr 12, 10        | Fri, Apr 16, 10          | DED   | Sun, Aug 01, 10  | Tue, Aug 31, 10 | Thu, Aug 05, 10              | Thu, Aug 05, 10                | Fri, Aug 20, 10        |
| Sun, Apr 11, 10 | Sat, Apr 24, 10 | Wed, Apr 21, 10              | Mon, Apr 26, 10        | Fri, Apr 30, 10          | *   | Wed, Sep 01, 10  | Thu, Sep 30, 10 | <b>Fri, Sep 03, 10</b>       | <b>Fri, Sep 03, 10</b>         | Mon, Sep 20, 10        |
| Sun, Apr 25, 10 | Sat, May 08, 10 | Wed, May 05, 10              | Mon, May 10, 10        | Fri, May 14, 10          | DED   | Fri, Oct 01, 10  | Sun, Oct 31, 10 | Tue, Oct 05, 10              | Tue, Oct 05, 10                | Wed, Oct 20, 10        |
| Sun, May 09, 10 | Sat, May 22, 10 | Wed, May 19, 10              | Mon, May 24, 10        | Fri, May 28, 10          | DED   | Mon, Nov 01, 10  | Tue, Nov 30, 10 | Fri, Nov 05, 10              | Fri, Nov 05, 10                | <b>Fri, Nov 19, 10</b> |
| Sun, May 23, 10 | Sat, Jun 05, 10 | Wed, Jun 02, 10              | Mon, Jun 07, 10        | Fri, Jun 11, 10          | DED   | Wed, Dec 01, 10  | Fri, Dec 31, 10 | <b>Fri, Dec 03, 10</b>       | <b>Fri, Dec 03, 10</b>         | Mon, Dec 20, 10        |
| Sun, Jun 06, 10 | Sat, Jun 19, 10 | Wed, Jun 16, 10              | Mon, Jun 21, 10        | Fri, Jun 25, 10          | DED   | <b>2011</b>  |                 |                              |                                |                        |
| Sun, Jun 20, 10 | Sat, Jul 03, 10 | Wed, Jun 30, 10              | <b>Fri, Jul 02, 10</b> | Fri, Jul 09, 10          | DED   | Sat, Jan 01, 11  | Mon, Jan 31, 11 | Wed, Jan 05, 11              | <b>Thu, Dec 23, 10</b>         | Thu, Jan 20, 11 **     |
| Sun, Jul 04, 10 | Sat, Jul 17, 10 | Wed, Jul 14, 10              | Mon, Jul 19, 10        | Fri, Jul 23, 10          | DED   | **December Monthly Leave Records are due early in order to process the Y/E PTO rollover. |                 |                              |                                |                        |
| Sun, Jul 18, 10 | Sat, Jul 31, 10 | Wed, Jul 28, 10              | Mon, Aug 02, 10        | Fri, Aug 06, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Aug 01, 10 | Sat, Aug 14, 10 | Wed, Aug 11, 10              | Mon, Aug 16, 10        | Fri, Aug 20, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Aug 15, 10 | Sat, Aug 28, 10 | Wed, Aug 25, 10              | Mon, Aug 30, 10        | Fri, Sep 03, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Aug 29, 10 | Sat, Sep 11, 10 | Wed, Sep 08, 10              | Mon, Sep 13, 10        | Fri, Sep 17, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Sep 12, 10 | Sat, Sep 25, 10 | Wed, Sep 22, 10              | Mon, Sep 27, 10        | Fri, Oct 01, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Sep 26, 10 | Sat, Oct 09, 10 | Wed, Oct 06, 10              | Mon, Oct 11, 10        | Fri, Oct 15, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Oct 10, 10 | Sat, Oct 23, 10 | Wed, Oct 20, 10              | Mon, Oct 25, 10        | Fri, Oct 29, 10          | *   |  |                 |                              |                                |                        |
| Sun, Oct 24, 10 | Sat, Nov 06, 10 | Wed, Nov 03, 10              | Mon, Nov 08, 10        | Fri, Nov 12, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Nov 07, 10 | Sat, Nov 20, 10 | Wed, Nov 17, 10              | <b>Fri, Nov 19, 10</b> | Fri, Nov 26, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Nov 21, 10 | Sat, Dec 04, 10 | Wed, Dec 01, 10              | Mon, Dec 06, 10        | Fri, Dec 10, 10          | DED   |  |                 |                              |                                |                        |
| Sun, Dec 05, 10 | Sat, Dec 18, 10 | Wed, Dec 15, 10              | <b>Fri, Dec 17, 10</b> | <b>Thu, Dec 23, 10</b> * | DED   |  |                 |                              |                                |                        |
| <b>2011</b>     |                 |                              |                        |                          |   |  |                 |                              |                                |                        |
| Sun, Dec 19, 10 | Sat, Jan 01, 11 | <b>Wed, Dec 22, 10</b>       | Mon, Jan 03, 11        | Fri, Jan 07, 11 *        | DED   |  |                 |                              |                                |                        |

\*Bi-weekly payroll processing will be accelerated due to the Christmas break.

## BI-WEEKLY PAYROLL NOTES

- All time is rounded to the nearest quarter-of-an-hour (.25, .5, .75, .0).
- Pay checks are distributed every other Friday.
- Look for HR emails announcing up-coming deadlines and details related to each pay period.
- Timesheets are generally due at noon on the Monday after the Saturday Period End Date. Exceptions in bold.
- Timesheets for regular employees can be sent electronically to vripley@smcvt.edu and mengel@smcvt.edu as long as the supervisor is cc'd or is sent by supervisor.
- Pay periods begin on Sunday and end on Saturday; overtime is paid when 40 hours are reached during this seven day period. **Compensatory time is never allowed !**