

**BIWEEKLY PAYROLL SCHEDULE 2009/2010**

**TIME CARDS are due by 5:00 p.m. on Friday to the Business Office.**

<b>PP #</b>	<b>Pay Period Dates</b>	<b>Time cards Due by 5:00 PM</b>	<b>Payday</b>
14	06/22/09-07/05/09	7/03/09	7/15/09
15	07/06/09-07/19/09	7/17/09	7/19/09
16	07/20/09-08/02/09	7/31/09	8/12/09
17	08/03/09-08/16/09	8/14/09	8/26/09
18	08/17/09-08/30/09	8/28/09	9/9/09
19	08/31/09-09/13/09	9/11/09	9/23/09
20	09/14/09-09/27/09	9/25/09	10/7/09
21	09/28/09-10/11/09	10/9/09	10/21/09
22	10/12/09-10/25/09	10/23/09	11/04/09
23	10/26/09-11/08/09	11/6/09	11/18/09
24	11/09/09-11/22/09	11/20/09	12/2/09
25	11/23/09-12/06/09	12/04/09	12/16/09
26	12/07/09-12/20/09	12/18/09	12/30/09
1	12/21/09-1/03/10	12/30/09***	1/13/10
2	1/4/10-01/17/10	1/15/10	1/27/10
3	01/18/10-01/31/10	1/29/10	2/10/10
4	02/1/10-02/14/10	2/12/10	2/24/10
5	02/15/10-02/28/10	2/26/10	3/10/10
6	03/01/10-03/14/10	3/12/10	3/24/10
7	03/15/10-03/28/10	3/26/10	4/7/10
8	03/29/10-04/11/10	4/09/10	4/21/10
9	04/12/10-04/25/10	4/23/10	5/5/10
10	04/26/10-05/09/10	5/7/10	5/19/10
11	05/10/10-05/23/10	5/21/10	6/2/10
12	05/24/10-06/06/10	6/4/10	6/16/10
13	06/07/10-06/20/10	6/18/10	6/30/10

**\*\*\* Time cards are Due Early on These Days**

**NOTE:** Minutes on your time card should be expressed in tenths of an hour.

The following chart shows the appropriate conversions:

<b>MINUTES</b>	<b>TENTHS</b>
1 - 6	0.1
7 - 12	0.2
13 - 18	0.3
19 - 24	0.4
25 - 30	0.5

<b>MINUTES</b>	<b>TENTHS</b>
31 - 36	0.6
37 - 42	0.7
43 - 48	0.8
49 - 54	0.9
55 - 60	1.0