

## **FINANCE**

### **Payroll**

#### **Pay Schedules 2008-09**

##### **I. PURPOSE**

To transmit pay schedules for the 2008-09 school year. These schedules include deadlines for time-and-attendance reporting via computers, payroll transaction document deadlines, and paydays.

This notice is effective from May 23, 2008, through May 31, 2009.

##### **II. REPORTING**

###### **A. Terminal Input**

Every effort should be made to report time and attendance daily. This is especially important the last week of a pay period during winter months to ensure payment of personnel when schools may be closed due to inclement weather conditions.

###### **B. Errors and Omissions**

Principals and other program managers should report any errors or omissions immediately to the Office of Payroll Management (OPM) using form FS 73-63. If a reporting location has five or more correction memos for the pay period, a time-and-attendance processor from the reporting location must enter the corrections via computer at the OPM. OPM should be contacted in advance to schedule the input and to ensure availability of computers.

##### **III. DISTRIBUTION**

Principals and other program managers should forward a copy of this notice to all personnel responsible for time-and-attendance reporting.

Attachments

**Attachment A**  
**Notice 5620**  
Effective 05-23-08

BIWEEKLY PAY SCHEDULE  
2008 - 2009

Pay Period Number	Dates Worked Saturday From - Friday To	Last Day for Time Reporting to the System	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
01	06/07/08 - 06/20/08	06/23/08	06/23/08	1 2	06/13/08 06/20/08	07/03/08 (THURSDAY)	
02	06/21/08 - 07/04/08	07/07/08	07/07/08	1 2	06/27/08 07/04/08	07/18/08	JULY 04, 2008 INDEPENDENCE DAY
03	07/05/08 - 07/18/08	07/21/08	07/21/08	1 2	07/11/08 07/18/08	08/01/08	
04	07/19/08 - 08/01/08	08/04/08	08/04/08	1 2	07/25/08 08/01/08	08/15/08	
05	08/02/08 - 08/15/08	08/15/08 (FRIDAY)	08/15/08	1 2	08/08/08 08/15/08	* 08/29/08	
06	08/16/08 - 08/29/08	08/29/08 (FRIDAY)	08/29/08	1 2	08/22/08 08/29/08	09/12/08	
07	08/30/08 - 09/12/08	09/15/08	09/15/08	1 2	09/05/08 09/12/08	09/26/08	SEPTEMBER 01, 2008 LABOR DAY
08	09/13/08 - 09/26/08	09/29/08	09/29/08	1 2	09/19/08 09/26/08	10/10/08	
09	09/27/08 - 10/10/08	10/10/08 (FRIDAY)	10/10/08	1 2	10/03/08 10/10/08	10/24/08	
10	10/11/08 - 10/24/08	10/27/08	10/27/08	1 2	10/17/08 10/24/08	11/07/08	OCTOBER 13, 2008 COLUMBUS DAY OBSERVANCE
11	10/25/08 - 11/07/08	11/10/08	11/10/08	1 2	10/31/08 11/07/08	11/21/08	
12	11/08/08 - 11/21/08	11/21/08 (FRIDAY)	11/21/08	1 2	11/14/08 11/21/08	12/05/08	
13	11/22/08 - 12/05/08	12/08/08	12/08/08	1 2	11/28/08 12/05/08	12/19/08	NOVEMBER 27-28, 2008 THANKSGIVING HOLIDAYS
14	12/06/08 - 12/19/08	12/19/08 (FRIDAY)	12/19/08	1 2	12/12/08 12/19/08	01/02/09	
15	12/20/08 - 01/02/09	01/05/09	01/05/09	1 2	12/26/08 01/02/09	01/16/09	DECEMBER 24, 25 & DECEMBER 26, 2008 WINTER VACATION JANUARY 01, 2009 NEW YEAR'S DAY

BIWEEKLY PAY SCHEDULE  
2008 - 2009

Pay Period Number	Dates Worked Saturday From - Friday To	Last Day for Time Reporting to the System	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
16	01/03/09 - 01/16/09	01/16/09 (FRIDAY)	01/16/09	1 2	01/09/09 * 01/16/09	01/30/09	
17	01/17/09 - 01/30/09	02/02/09	02/02/09	1 2	01/23/09 01/30/09	02/13/09	JANUARY 19, 2009 KING'S BIRTHDAY OBSERVANCE JANUARY 20, 2009 INAUGURATION
18	01/31/09 - 02/13/09	02/13/09 (FRIDAY)	02/13/09	1 2	02/06/09 * 02/13/09	02/27/09	
19	02/14/09 - 02/27/09	03/02/09	03/02/09	1 2	02/20/09 02/27/09	03/13/09	FEBRUARY 16, 2009 WASHINGTON'S BIRTHDAY OBSERVANCE
20	02/28/09 - 03/13/09	03/16/09	03/16/09	1 2	03/06/09 03/13/09	03/27/09	
21	03/14/09 - 03/27/09	03/30/09	03/30/09	1 2	03/20/09 03/27/09	04/10/09	
22	03/28/09 - 04/10/09	04/13/09	04/13/09	1 2	04/03/09 04/10/09	04/24/09	
23	04/11/09 - 04/24/09	04/27/09	04/27/09	1 2	04/17/09 04/24/09	05/08/09	
24	04/25/09 - 05/08/09	05/11/09	05/11/09	1 2	05/01/09 05/08/09	05/22/09	
25	05/09/09 - 05/22/09	05/22/09 (FRIDAY)	05/22/09	1 2	05/15/09 05/22/09	06/05/09	
26	05/23/09 - 06/05/09	06/08/09	06/08/09	1 2	05/29/09 06/05/09	06/19/09	MAY 25, 2009 MEMORIAL DAY OBSERVANCE
01	06/06/09 - 06/19/09	06/22/09	06/22/09	1 2	06/12/09 06/19/09	07/02/09 (THURSDAY)	
02	06/20/09 - 07/03/09	07/06/09	07/06/09	1 2	06/26/09 07/03/09	07/17/09	JULY 03, 2009 INDEPENDENCE DAY

EXAMPLES OF PAYROLL TRANSACTIONS ARE ADDRESS CHANGES, TAX WITHHOLDING CERTIFICATES (FEDERAL AND STATE), AND DIRECT DEPOSIT REQUESTS.

\* = ALSO MONTHLY PAYDAY

**Attachment B**  
**Notice 5620**  
Effective 05-23-08

MONTHLY PAY SCHEDULE  
2008 - 2009

Pay Period Number	Dates Worked Saturday - Friday From To	Last Day for Time Reporting to the System	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
01	07/01/08 - 07/31/08	08/01/08	07/01/08	1	07/04/08	07/31/08	JULY 04, 2008 INDEPENDENCE DAY
				2	07/11/08		
				3	07/18/08		
				4	07/25/08		
				5	08/01/08		
02	08/01/08 - 08/31/08	09/02/08	08/01/08	1	08/01/08	08/29/08 *	
				2	08/08/08		
				3	08/15/08		
				4	08/22/08		
				5	08/29/08		
				6	09/05/08		
03	09/01/08 - 09/30/08	10/01/08	09/02/08	1	09/05/08	09/30/08	SEPTEMBER 01, 2008 LABOR DAY
				2	09/12/08		
				3	09/19/08		
				4	09/26/08		
				5	10/03/08		
04	10/01/08 - 10/31/08	11/03/08	10/01/08	1	10/03/08	10/31/08	OCTOBER 13, 2008 COLUMBUS DAY OBSERVANCE
				2	10/10/08		
				3	10/17/08		
				4	10/24/08		
				5	10/31/08		
05	11/01/08 - 11/30/08	12/01/08	11/03/08	1	11/07/08	11/26/08	NOVEMBER 27-28, 2008 THANKSGIVING HOLIDAYS
				2	11/14/08		
				3	11/21/08		
				4	11/28/08		
				5	12/05/08		
06	12/01/08 - 12/31/08	01/02/09	12/01/08	1	12/05/08	12/23/08	DECEMBER 24, 25, DECEMBER 26, 2008 WINTER VACATION
				2	12/12/08		
				3	12/19/08		
				4	12/26/08		
				5	01/02/09		

MONTHLY PAY SCHEDULE  
 2008 - 2009

Pay Period Number	Dates Worked Saturday - Friday From To	Last Day for Time Reporting to the System	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
07	01/01/09- 01/31/09	02/02/09	01/02/09	1	01/02/09	01/30/09	* JANUARY 1, 2009 NEW YEAR'S DAY
				2	01/09/09		
				3	01/16/09		
				4	01/23/09		
				5	01/30/09		
				6	02/06/09		
08	02/01/09- 02/28/09	03/02/09	02/02/09	1	02/06/09	02/27/09	* FEBRUARY 16, 2009 WASHINGTON'S BIRTHDAY OBSERVANCE
				2	02/13/09		
				3	02/20/09		
				4	02/27/09		
				5	03/06/09		
09	03/01/09- 03/31/09	04/01/09	03/02/09	1	03/06/09	03/31/09	
				2	03/13/09		
				3	03/20/09		
				4	03/27/09		
				5	04/03/09		
10	04/01/09- 04/30/09	05/01/09	04/01/09	1	04/03/09	04/30/09	
				2	04/10/09		
				3	04/17/09		
				4	04/24/09		
				5	05/01/09		
11	05/01/09- 05/31/09	06/01/09	05/01/09	1	05/01/09	05/29/09	MAY 25, 2009 MEMORIAL DAY OBSERVANCE
				2	05/08/09		
				3	05/15/09		
				4	05/22/09		
				5	05/29/09		
				6	06/05/09		
12	06/01/09- 06/30/09	07/01/09	06/01/09	1	06/05/09	06/30/09	
				2	06/12/09		
				3	06/19/09		
				4	06/26/09		
				5	07/03/09		

EXAMPLES OF PAYROLL TRANSACTIONS ARE ADDRESS CHANGES, TAX WITHHOLDING CERTIFICATES (FEDERAL AND STATE), AND DIRECT DEPOSIT REQUESTS.

\* = ALSO BIWEEKLY PAYDAY