

## **FINANCE**

### **Payroll**

#### **Pay Schedules 2009-10**

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

To transmit pay schedules for the 2009-10 school year. These schedules include deadlines for time-and-attendance reporting via computers, payroll transaction document deadlines, and paydays.

This notice is for reference through May 31, 2010.

##### **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 05-26-09

BIWEEKLY PAY SCHEDULE  
2009 - 2010

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	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 OBSERVED
03	07/04/09 - 07/17/09	07/20/09	07/20/09	1 2	07/10/09 * 07/17/09	07/31/09	
04	07/18/09 - 07/31/09	08/03/09	08/03/09	1 2	07/24/09 07/31/09	08/14/09	
05	08/01/09 - 08/14/09	08/17/09	08/17/09	1 2	08/07/09 08/14/09	08/28/09	
06	08/15/09 - 08/28/09	08/31/09	08/31/09	1 2	08/21/09 08/28/09	09/11/09	
07	08/29/09 - 09/11/09	09/14/09	09/14/09	1 2	09/04/09 09/11/09	09/25/09	SEPTEMBER 07, 2009 LABOR DAY
08	09/12/09 - 09/25/09	09/28/09	09/28/09	1 2	09/18/09 09/25/09	10/09/09	
09	09/26/09 - 10/09/09	10/09/09 (FRIDAY)	10/09/09	1 2	10/02/09 10/09/09	10/23/09	
10	10/10/09 - 10/23/09	10/26/09	10/26/09	1 2	10/16/09 10/23/09	11/06/09	OCTOBER 12, 2009 COLUMBUS DAY
11	10/24/09 - 11/06/09	11/09/09	11/09/09	1 2	10/30/09 11/06/09	11/20/09	
12	11/07/09 - 11/20/09	11/20/09 (FRIDAY)	11/20/09	1 2	11/13/09 11/20/09	12/04/09	
13	11/21/09 - 12/04/09	12/07/09	12/07/09	1 2	11/27/09 12/04/09	12/18/09	NOVEMBER 26-27, 2009 THANKSGIVING HOLIDAYS
14	12/05/09 - 12/18/09	12/18/09 (FRIDAY)	12/18/09	1 2	12/11/09 12/18/09	12/30/09 (WEDNESDAY)	
15	12/19/09 - 01/01/10	01/04/10	01/04/10	1 2	12/25/09 01/01/10	01/15/10	DECEMBER 24, 25 & DECEMBER 31, 2009 WINTER VACATION JANUARY 01, 2010 NEW YEAR'S DAY

BIWEEKLY PAY SCHEDULE  
 2009 - 2010

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	01/02/10 - 01/15/10	01/15/10 (FRIDAY)	01/15/10	1 2	01/08/10 * 01/15/10	01/29/10	
17	01/16/10 - 01/29/10	02/01/10	02/01/10	1 2	01/22/10 01/29/10	02/12/10	JANUARY 18, 2010 KING'S BIRTHDAY OBSERVED
18	01/30/10 - 02/12/10	02/12/10 (FRIDAY)	02/12/10	1 2	02/05/10 * 02/12/10	02/26/10	
19	02/13/10 - 02/26/10	03/01/10	03/01/10	1 2	02/19/10 02/26/10	03/12/10	FEBRUARY 15, 2010 WASHINGTON'S BIRTHDAY OBSERVED
20	02/27/10 - 03/12/10	03/15/10	03/15/10	1 2	03/05/10 03/12/10	03/26/10	
21	03/13/10 - 03/26/10	03/29/10	03/29/10	1 2	03/19/10 03/26/10	04/09/10	
22	03/27/10 - 04/09/10	04/12/10	04/12/10	1 2	04/02/10 04/09/10	04/23/10	
23	04/10/10 - 04/23/10	04/26/10	04/26/10	1 2	04/16/10 04/23/10	05/07/10	
24	04/24/10 - 05/07/10	05/10/10	05/10/10	1 2	04/30/10 05/07/10	05/21/10	
25	05/08/10 - 05/21/10	05/24/10	05/24/10	1 2	05/14/10 05/21/10	06/04/10	
26	05/22/10 - 06/04/10	06/07/10	06/07/10	1 2	05/28/10 06/04/10	06/18/10	MAY 31, 2010 MEMORIAL DAY OBSERVED
01	06/05/10 - 06/18/10	06/21/10	06/21/10	1 2	06/11/10 06/18/10	07/02/10	
02	06/19/10 - 07/02/10	07/02/10 (FRIDAY)	07/02/10	1 2	06/25/10 07/02/10	07/16/10	

EXAMPLES OF PAYROLL TRANSACTIONS: ADDRESS CHANGES, TAX WITHHOLDING CERTIFICATES (FEDERAL AND STATE), DIRECT DEPOSIT REQUEST

\* ALSO MONTHLY PAYDAY

**Attachment B**  
**Notice 5620**  
Effective 05-26-09

MONTHLY PAY SCHEDULE  
2009 - 2010

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	07/01/09 - 07/31/09	08/03/09	07/01/09	1	07/03/09	07/31/09 *	JULY 03, 2009 INDEPENDENCE DAY OBSERVED
				2	07/10/09		
				3	07/17/09		
				4	07/24/09		
				5	07/31/09		
02	08/01/09 - 08/31/09	09/01/09	08/03/09	1	08/07/09	08/31/09	
				2	08/14/09		
				3	08/21/09		
				4	08/28/09		
				5	09/04/09		
03	09/01/09 - 09/30/09	10/01/09	09/01/09	1	09/04/09	09/30/09	SEPTEMBER 07, 2009 LABOR DAY
				2	09/11/09		
				3	09/18/09		
				4	09/25/09		
				5	10/02/09		
04	10/01/09 - 10/31/09	11/02/09	10/01/09	1	10/02/09	10/30/09	OCTOBER 12, 2009 COLUMBUS DAY
				2	10/09/09		
				3	10/16/09		
				4	10/23/09		
				5	10/30/09		
				6	11/06/09		
05	11/01/09 - 11/30/09	12/01/09	11/02/09	1	11/06/09	11/30/09	NOVEMBER 26-27, 2009 THANKSGIVING HOLIDAYS
				2	11/13/09		
				3	11/20/09		
				4	11/27/09		
				5	12/04/09		
06	12/01/09 - 12/31/09	01/04/10	12/01/09	1	12/04/09	12/23/09	DECEMBER 24, 25, DECEMBER 31, 2009 WINTER VACATION
				2	12/11/09		
				3	12/18/09		
				4	12/25/09		
				5	01/01/10		

MONTHLY PAY SCHEDULE  
 2009 - 2010

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
07	01/01/10 - 01/31/10	02/01/10	01/04/10	1	01/01/10	01/29/10	* JANUARY 1, 2010 NEW YEAR'S DAY
				2	01/08/10		
				3	01/15/10		
				4	01/22/10		
				5	01/29/10		
				6	02/05/10		
08	02/01/10 - 02/28/10	03/01/10	02/01/10	1	02/05/10	02/26/10	* FEBRUARY 15, 2010 WASHINGTON'S BIRTHDAY OBSERVED
				2	02/12/10		
				3	02/19/10		
				4	02/26/10		
				5	03/05/10		
09	03/01/10 - 03/31/10	04/01/10	03/01/10	1	03/05/10	03/31/10	
				2	03/12/10		
				3	03/19/10		
				4	03/26/10		
				5	04/02/10		
10	04/01/10 - 04/30/10	05/03/10	04/01/10	1	04/02/10	04/30/10	
				2	04/09/10		
				3	04/16/10		
				4	04/23/10		
				5	04/30/10		
11	05/01/10 - 05/31/10	06/01/10	05/03/10	1	05/07/10	05/28/10	MAY 31, 2010 MEMORIAL DAY OBSERVED
				2	05/14/10		
				3	05/21/10		
				4	05/28/10		
				5	06/04/10		
12	06/01/10 - 06/30/10	07/01/10	06/01/10	1	06/04/10	06/30/10	
				2	06/11/10		
				3	06/18/10		
				4	06/25/10		
				5	07/02/10		

EXAMPLES OF PAYROLL TRANSACTIONS: ADDRESS CHANGE, TAX WITHHOLDING CERTIFICATES (FEDERAL AND STATE), DIRECT DEPOSIT REQUEST

\* ALSO BIWEEKLY PAYDAY