

**2009-2010 PAYROLL CALENDAR**  
**Q744 Payrolls (SREPP & PSOEP only)**

Month		Staffing Close Date	Timekeeping Close Date	EFT Stop Payment Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/14/09	09/15/09	09/24/09	09/17/09	09/30/09	09/30/09
	2nd Half	09/29/09	09/30/09	10/09/09	10/02/09	10/15/09	10/15/09
Oct	1st Half	10/13/09	10/14/09	10/27/09	10/16/09	10/30/09	10/30/09
	2nd Half	10/29/09	10/30/09	11/10/09	11/04/09	11/16/09	11/16/09
Nov	1st Half	11/13/09	11/16/09	11/23/09	11/18/09	11/30/09	11/30/09
	2nd Half	12/01/09	12/02/09	12/10/09	12/04/09	12/15/09	12/15/09
Dec	1st Half	12/09/09	12/10/09	12/23/09	12/14/09	12/30/09	12/23/09
	2nd Half	01/04/10	01/05/10	01/12/10	01/07/10	01/15/10	01/15/10
Jan	1st Half	01/13/10	01/14/10	01/26/10	01/18/10	01/29/10	01/29/10
	2nd Half	01/29/10	02/01/10	02/09/10	02/03/10	02/12/10	02/12/10
Feb	1st Half	02/12/10	02/15/10	02/23/10	02/18/10	02/26/10	02/26/10
	2nd Half	03/01/10	03/02/10	03/10/10	03/04/10	03/15/10	03/15/10
Mar	1st Half	03/12/10	03/15/10	03/26/10	03/17/10	03/31/10	03/26/10
	2nd Half	03/26/10	03/29/10	04/12/10	03/31/10	04/15/10	04/15/10
Apr	1st Half	04/13/10	04/14/10	04/27/10	04/16/10	04/30/10	04/30/10
	2nd Half	04/30/10	05/03/10	05/11/10	05/05/10	05/14/10	05/14/10
May	1st Half	***05/14/10	05/17/10	05/25/10	05/19/10	05/28/10	05/28/10
	2nd Half	***05/20/10	05/21/10	06/10/10	05/24/10	06/15/10	06/15/10
June	1st Half	***05/26/10	05/27/10	06/25/10	05/29/10	06/30/10	06/28/10
	2nd Half	***				07/08/10	07/09/10
July	1st Half	***				07/22/10	07/23/10
	2nd Half	***				08/05/10	08/06/10
Aug	1st Half	***				08/19/10	08/20/10
	2nd Half		08/29/10	09/10/10	08/31/10	09/15/10	09/15/10

All SREPP and PSOEP are paid on a positive basis for each day/hour worked.  
As a result, there is one payroll period lag for timekeeping entries.

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Follow the PAYROLL ADMINISTRATION MEMORANDUM

End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payroll

The EIS bulletin board is a source for information regarding the payroll /timekeeping close dates and any changes made to them.

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