



December 2008

2009 AGENCY PAYROLL CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																								
	1 SUPPLEMENTAL PAYDAY PROCESS BIWK PAYROLL	2 Process Weekly Adjustments Vo. Date - BIWK	3 11:00 am EFT Cancel Deadline-BIWK	4 Collection Warrants-BIWK	5 BIWEEKLY PAYDAY PROCESS SAD PAYROLL	6 23 WORKDAYS 184 CONTRACTED HOURS																																																																																																								
7	8 12:00 p.m. PC Data/Paper Submission Cutoff-SUPP 7:00 pm PF Cutoff-SUPP Collection Cutoff-SUPP Vo. Date - SAD	9 11:00 am EFT Cancel Deadline-SAD 7:00 pm PF Cutoff-CJIP Process Weekly Adjustments	10 Vo. Date - SUPP	11 SAD PAYDAY 11:00 am EFT Cancel Deadline-SUPP	12 12:00 p.m. PC Data/Paper Submission Cutoff-BIWK Collection Cutoff-BIWK Collection Warrants-SUPP Vo. Date - CJIP	13																																																																																																								
14 7:00 pm PF Cutoff-BIWK	15 SUPPLEMENTAL PAYDAY 11:00 am EFT Cancel Deadline- CJIP 12:00 p.m. PC Data/Paper Submission Cutoff-AWDS 7:00 pm PF Cutoff-AWDS	16 Process Weekly Adjustments Vo. Date - BIWK	17 CJIP PAYDAY 11:00 am EFT Cancel Deadline-BIWK Vo. Date-AWDS	18 AWARDS PAYDAY Collection Warrants-BIWK	19 BIWEEKLY PAYDAY 12:00 p.m. PC Data/Paper Submission Cutoff-SUPP Collection Cutoff-SUPP	20																																																																																																								
21 7:00 pm PF Cutoff-SUPP	22 12:00 p.m. PC Data/Paper Submission Cutoff-MTHY 7:00 pm PF Cutoff-MTHY Collection Cutoff-MTHY Vo. Date - SAD	23 11:00 am EFT Cancel Deadline-SAD Last 2008 Weekly Adjustments Vo. Date - SUPP	24 11:00 am EFT Cancel Deadline-SUPP 12:00 p.m. PC Data/Paper Submission Cutoff-BIWK Collection Cutoff-BIWK Vo. Date - MTHY	25 7:00 pm PF Cutoff-BIWK Christmas Day  STATE HOLIDAY BANKS CLOSED	26 SAD PAYDAY Collection Warrants-SUPP	27																																																																																																								
28	29 SUPPLEMENTAL PAYDAY 11:00 am EFT Cancel Deadline-MTHY Last 2008 Daily Adjustments Last 2008 On-Demand Payroll Vo. Date - BIWK	30 11:00 am EFT Cancel Deadline-BIWK Collection Warrants-MTHY	31 MONTHLY PAYDAY Collection Warrants-BIWK	<table border="1"> <thead> <tr> <th colspan="7">Nov 2008</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Jan 2009</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>		Nov 2008							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							Jan 2009							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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January 2009

2009 AGENCY PAYROLL CALENDAR

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<p>4</p>	<p>5</p> <p>12:00 p.m. PC Data/Paper Submission Cutoff-SUPP 7:00 pm PF Cutoff-SUPP Collection Cutoff-SUPP Vo. Date - SAD</p>	<p>6</p> <p>11:00 am EFT Cancel Deadline-SAD 7:00 pm PF Cutoff-CJIP</p> <p>PROCESS SUPP PAYROLL</p>	<p>7</p> <p>Vo. Date - SUPP</p> <p>Last day to adjust 2008 W-2s</p>	<p>8</p> <p>SAD PAYDAY 11:00 am EFT Cancel Deadline-SUPP</p> <p>PROCESS CJIP PAYROLL</p>	<p>9</p> <p>12:00 p.m. PC Data/Paper Submission Cutoff-BIWK Collection Cutoff-BIWK Collection Warrants-SUPP Vo. Date - CJIP</p> <p>PRINT 2008 W-2s</p>	<p>10</p>																																																																																											
<p>11</p> <p>7:00 pm PF Cutoff-BIWK</p>	<p>12</p> <p>SUPPLEMENTAL PAYDAY 11:00 am EFT Cancel Deadline-CJIP</p> <p>PROCESS BIWK PAYROLL</p>	<p>13</p> <p>Vo. Date - BIWK</p>	<p>14</p> <p>CJIP PAYDAY 11:00 am EFT Cancel Deadline-BIWK</p>	<p>15</p> <p>Collection Warrants-BIWK</p>	<p>16</p> <p>BIWEEKLY PAYDAY 12:00 p.m. PC Data/Paper Submission Cutoff-SUPP Collection Cutoff-SUPP</p> <p>PROCESS SAD PAYROLL</p>	<p>17</p>																																																																																											
<p>PRINT 2008 W-2s & INFORMATION STATEMENTS</p>																																																																																																	
<p>18</p>	<p>19</p> <p>7:00 pm PF Cutoff-SUPP Martin Luther King Day</p>  <p>STATE HOLIDAY BANKS CLOSED</p> <p>PROCESS SUPP PAYROLL</p>	<p>20</p> <p>Vo. Date - SAD</p>	<p>21</p> <p>11:00 am EFT Cancel Deadline-SAD Vo. Date - SUPP</p>	<p>22</p> <p>11:00 am EFT Cancel Deadline-SUPP 12:00 p.m. PC Data/Paper Submission Cutoff-MTHY 7:00 pm PF Cutoff-MTHY Collection Cutoff-MTHY</p>	<p>23</p> <p>SAD PAYDAY 12:00 p.m. PC Data/Paper Submission Cutoff-BIWK Collection Cutoff-BIWK Collection Warrants-SUPP</p> <p>PROCESS MTHY PAYROLL</p>	<p>24</p>																																																																																											
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February 2009

2009 AGENCY PAYROLL CALENDAR

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1	2 12:00 p.m. PC Data/Paper Submission Cutoff-SUPP 7:00 pm PF Cutoff-SUPP Collection Cutoff-SUPP Vo. Date - SAD	3 11:00 am EFT Cancel Deadline-SAD PROCESS SUPP PAYROLL	4 Vo. Date - SUPP	5 SAD PAYDAY 11:00 am EFT Cancel Deadline-SUPP	6 12:00 p.m. PC Data/Paper Submission Cutoff-BIWK Collection Cutoff-BIWK Collection Warrants-SUPP	7 20 WORKDAYS 160 CONTRACTED HOURS
8 7:00 pm PF Cutoff-BIWK	9 SUPPLEMENTAL PAYDAY PROCESS BIWK PAYROLL	10 7:00 pm PF Cutoff-CJIP Vo. Date - BIWK	11 11:00 am EFT Cancel Deadline-BIWK Exempt W-4s Expire after Nightly	12 Collection Warrants-BIWK PROCESS CJIP PAYROLL	13 BIWEEKLY PAYDAY Vo. Date - CJIP PROCESS SAD PAYROLL	14
15	16 12:00 p.m. PC Data/Paper Submission Cutoff-SUPP 7:00 pm PF Cutoff-SUPP Collection Cutoff-SUPP  Presidents' Day Vo. Date - SAD  BANKS CLOSED PROCESS SUPP PAYROLL	17 11:00 am EFT Cancel Deadline-CJIP 11:00 am EFT Cancel Deadline-SAD PROCESS SUPP PAYROLL	18 Vo. Date - SUPP	19 CJIP PAYDAY SAD PAYDAY 11:00 am EFT Cancel Deadline-SUPP 12:00 p.m. PC Data/Paper Submission Cutoff-MTHY 7:00 pm PF Cutoff-MTHY Collection Cutoff-MTHY PROCESS MTHY PAYROLL	20 12:00 p.m. PC Data/Paper Submission Cutoff-BIWK Collection Cutoff-BIWK Collection Warrants-SUPP PROCESS MTHY PAYROLL	21
22 7:00 pm PF Cutoff-BIWK	23 SUPPLEMENTAL PAYDAY 12:00 p.m. PC Data/Paper Submission Cutoff-AWDS 7:00 pm PF Cutoff-AWDS Vo. Date - MTHY PROCESS BIWK PAYROLL	24 Vo. Date - BIWK PROCESS AWARDS PAYROLL	25 11:00 am EFT Cancel Deadline-BIWK 11:00 am EFT Cancel Deadline-MTHY Vo. Date-AWDS	26 AWARDS PAYDAY Collection Warrants-BIWK Collection Warrants-MTHY	27 BIWEEKLY PAYDAY MONTHLY PAYDAY PROCESS SAD PAYROLL	28

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March 2009

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8 7:00 pm PF Cutoff-BIWK Daylight Saving Time Begins	9 SUPPLEMENTAL PAYDAY PROCESS BIWK PAYROLL	10 7:00 pm PF Cutoff-CJIP Vo. Date - BIWK	11 11:00 am EFT Cancel Deadline-BIWK	12 Collection Warrants-BIWK PROCESS CJIP PAYROLL	13 BIWEEKLY PAYDAY Vo. Date - CJIP PROCESS SAD PAYROLL	14																																																																																											
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September 2009

2009 AGENCY PAYROLL CALENDAR

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October 2009

2009 AGENCY PAYROLL CALENDAR

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November 2009

2009 AGENCY PAYROLL CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
1 7:00 pm PF Cutoff-BIWK Daylight Saving Time Ends	2 SUPPLEMENTAL PAYDAY PROCESS BIWK PAYROLL	3 Vo. Date - BIWK	4 11:00 am EFT Cancel Deadline-BIWK	5 Collection Warrants-BIWK	6 BIWEEKLY PAYDAY PROCESS SAD PAYROLL	21 WORKDAYS 168 CONTRACTED HOURS																																																																																																		
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15 7:00 pm PF Cutoff-BIWK	16 11:00 am EFT Cancel Deadline- CJIP Collection Warrants-SUPP PROCESS BIWK PAYROLL	17 SUPPLEMENTAL PAYDAY 12:00 p.m. PC Data/Paper Submission Cutoff-AWDS 7:00 pm PF Cutoff-AWDS Vo. Date - BIWK	18 CJIP PAYDAY 11:00 am EFT Cancel Deadline-BIWK PROCESS AWARDS PAYROLL	19 12:00 p.m. PC Data/Paper Submission Cutoff-MTHY 7:00 pm PF Cutoff-MTHY Collection Cutoff-MTHY Collection Warrants-BIWK Vo. Date-AWDS PROCESS SAD PAYROLL	20 AWARDS PAYDAY BIWEEKLY PAYDAY 12:00 p.m. PC Data/Paper Submission Cutoff-SUPP Collection Cutoff-SUPP Vo. Date - SAD PROCESS MTHY PAYROLL	21																																																																																																		
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29 7:00 pm PF Cutoff-BIWK	30 MONTHLY PAYDAY SUPPLEMENTAL PAYDAY PROCESS BIWK PAYROLL	<table border="1"> <thead> <tr> <th colspan="7">Oct 2009</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Dec 2009</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>					Oct 2009							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Dec 2009							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
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December 2009

2009 AGENCY PAYROLL CALENDAR

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January 2010

2009 AGENCY PAYROLL CALENDAR

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