

# December 2008

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>1</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <b>**PAY DAY**</b>
<b>8</b>	<b>9</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>10</b>	<b>11</b>	<b>12</b> Employees Submit Time Sheets & Leave Reports
<b>15</b> 10:00 a.m. Approve Time Sheets & Leave Reports  9:00 a.m. Action Sheets Due in Human Resources	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> <b>**PAYDAY**</b>
<b>22</b> Employees Submit Time Sheets & Leave Reports	<b>23</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>24</b> <b>Winter Holidays</b>	<b>25</b> <b>Winter Holidays</b>	<b>26</b> <b>Winter Holidays</b>
<b>29</b> <b>Winter Holidays</b>	<b>30</b> <b>Winter Holidays</b>	<b>31</b> <b>Winter Holidays</b>		

**HR Payroll Calendar**

# January 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			<b>1</b>  <b>Winter Holiday</b>	<b>2</b>  **PAYDAY**  <b>Winter Holiday</b>
<b>5</b>	<b>6</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>7</b>	<b>8</b>	<b>9</b> Employees Submit Time Sheets & Leave Reports
<b>12</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>  **PAYDAY**
<b>19</b> <b>Martin Luther King, Jr.</b> <b>HOLIDAY</b>	<b>20</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>21</b>	<b>22</b>	<b>23</b> Employees Submit Time Sheets & Leave Reports
<b>26</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>  **PAYDAY** (no insurance deduction)

**HR Payroll Calendar**

# February 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>2</b>	<b>3</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>4</b>	<b>5</b>	<b>6</b> Employees Submit Time Sheets & Leave Reports
<b>9</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> **PAYDAY**
<b>16</b>	<b>17</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>18</b>	<b>19</b>	<b>20</b> Employees Submit Time Sheets & Leave Reports
<b>23</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> **PAYDAY**

**HR Payroll Calendar**

# March 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>2</b>	<b>3</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>4</b>	<b>5</b>	<b>6</b> Employees Submit Time Sheets & Leave Reports
<b>9</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> **PAYDAY**
<b>16</b>	<b>17</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>18</b>	<b>19</b>	<b>20</b> Employees Submit Time Sheets & Leave Reports
<b>23</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> **PAYDAY**
<b>30</b>	<b>31</b> 9:00 a.m. Action Sheets Due in Human Resources			

# April 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		<b>1</b>	<b>2</b>	<b>3</b> Employees Submit Time Sheets & Leave Reports
<b>6</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> **PAYDAY**
<b>13</b>	<b>14</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>15</b>	<b>16</b>	<b>17</b> Employees Submit Time Sheets & Leave Reports
<b>20</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> **PAYDAY**
<b>27</b>	<b>28</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>29</b>	<b>30</b>	

**HR Payroll Calendar**

# May 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				<b>1</b> Employees Submit Time Sheets & Leave Reports
<b>4</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> **PAYDAY**
<b>11</b>	<b>12</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>13</b>	<b>14</b>	<b>15</b> Employees Submit Time Sheets & Leave Reports
<b>18</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> **PAYDAY**
<b>25</b> Memorial Day HOLIDAY	<b>26</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>27</b>	<b>28</b>	<b>29</b> Employees Submit Time Sheets & Leave Reports

**HR Payroll Calendar**

# June 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>1</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> **PAYDAY**
<b>8</b>	<b>9</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>10</b>	<b>11</b>	<b>12</b> Employees Submit Time Sheets & Leave Reports
<b>15</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> **PAYDAY**
<b>22</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>23</b>	<b>24</b>	<b>25</b> Employees Submit Time Sheets & Leave Reports	<b>26</b> 10:00 a.m. Approve Time Sheets & Leave Reports
<b>29</b>	<b>30</b>			

HR Payroll Calendar

# July 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		<b>1</b>	<b>2</b> **PAYDAY**	<b>3</b> <b>Independence Day</b> <b>HOLIDAY</b>
<b>6</b>	<b>7</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>8</b>	<b>9</b>	<b>10</b> Employees Submit Time Sheets & Leave Reports
<b>13</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> **PAYDAY**
<b>20</b>	<b>21</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>22</b>	<b>23</b>	<b>24</b> Employees Submit Time Sheets & Leave Reports
<b>27</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> **PAYDAY** (no insurance deductions)

**HR Payroll Calendar**

# August 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>3</b>	<b>4</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>5</b>	<b>6</b>	<b>7</b> Employees Submit Time Sheets & Leave Reports
<b>10</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> **PAYDAY**
<b>17</b>	<b>18</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>19</b>	<b>20</b>	<b>21</b> Employees Submit Time Sheets & Leave Reports
<b>24</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> **PAYDAY**
<b>31</b> 9:00 a.m. Action Sheets Due in Human Resources				

**HR Payroll Calendar**

# September 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	<b>1</b>	<b>2</b>	<b>3</b> Employees Submit Time Sheets & Leave Reports	<b>4</b> <b>10:00 a.m.</b> Approve Time Sheets & Leave Reports
<b>7</b> <b>Labor Day Holiday</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> <b>**PAYDAY**</b>
<b>14</b>	<b>15</b> <b>9:00 a.m.</b> Action Sheets Due in Human Resources	<b>16</b>	<b>17</b>	<b>18</b> Employees Submit Time Sheets & Leave Reports
<b>21</b> <b>10:00 a.m.</b> Approve Time Sheets & Leave Reports	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <b>**PAYDAY**</b>
<b>28</b>	<b>29</b> <b>9:00 a.m.</b> Action Sheets Due in Human Resources	<b>30</b>		

**HR Payroll Calendar**

# October 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			<b>1</b>	<b>2</b> Employees Submit Time Sheets & Leave Reports
<b>5</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> <b>**PAYDAY**</b>
<b>12</b>	<b>13</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>14</b>	<b>15</b>	<b>16</b> Employees Submit Time Sheets & Leave Reports
<b>19</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> <b>**PAYDAY**</b>
<b>26</b>	<b>27</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>28</b>	<b>29</b>	<b>30</b> Employees Submit Time Sheets & Leave Reports

**HR Payroll Calendar**

# November 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>2</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> **PAYDAY**
<b>9</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>10</b>	<b>11</b> Veteran's Day HOLIDAY	<b>12</b>	<b>13</b> Employees Submit Time Sheets & Leave Reports
<b>16</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> **PAYDAY** 9:00 a.m. Action Sheets Due in Human Resources
<b>23</b>	<b>24</b>	<b>25</b> Employees Submit Time Sheets & Leave Reports	<b>26</b> Thanksgiving Holiday	<b>27</b> Thanksgiving HOLIDAY
<b>30</b> 10:00 a.m. Approve Time Sheets & Leave Reports				

# December 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>  **PAY DAY**
<b>7</b>	<b>8</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>9</b>	<b>10</b>	<b>11</b> Employees Submit Time Sheets & Leave Reports
<b>14</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>15</b>	<b>16</b>	<b>17</b> 9:00 a.m. Action Sheets Due in Human Resources	<b>18</b>  **PAYDAY**
<b>21</b> Employees Submit Time Sheets & Leave Reports	<b>22</b> 10:00 a.m. Approve Time Sheets & Leave Reports	<b>23</b>	<b>24</b>  Winter Holidays	<b>25</b>  Winter Holidays
<b>28</b>  Winter Holidays	<b>29</b>  Winter Holidays	<b>30</b>  Winter Holidays	<b>31</b>  **PAYDAY** (no insurance deduction) Winter Holidays	<b>1</b>  Winter Holidays

**HR Payroll Calendar**