

**** Schedule for 2010 ****

memorandum

Financial Services

Tel: 762-5445 Fax: 862-5479



**STAFFING FORMS, APPOINTMENT RECOMMENDATIONS, CS CONTRACTS,
DISTANCE ED TUTOR FORMS & TIMESHEET DEADLINES**

Timesheets MUST be APPROVED by Supervisor prior to submission to Financial Services

Please forward all completed Staffing Forms/Appointment recommendations to Human Resources well in advance of employee start date.

Appointment Recommendations require approximately 2 weeks turn-around time (ahead of the Staffing Forms due date) to be processed by Human Resources.

Pay Date	Pay #	Staffing Forms & CS Contracts Due In Human Resources	Staffing & CS Contracts From HR Due in Finance	Timesheets Due in Finance	Timesheet Dates
Jan 15/10	001	<u>Thu Dec 24, 2009</u>	Tue Jan 5	Thu Jan 7, 2010	Dec 27 - Jan 9, 2010
Jan 29/10	002	Fri Jan 15	Tue Jan 19	Thu Jan 21	Jan 10 - 23
Feb 12/10	003	Fri Jan 29	Tue Feb 2	Thu Feb 4	Jan 24 - Feb 6
Feb 26/10	004	Fri Feb 12	Tue Feb 16	Thu Feb 18	Feb 7 - 20
Mar 12/10	005	Fri Feb 26	Tue Mar 2	Thu Mar 4	Feb 21 - Mar 6
Mar 26/10	006	Fri Mar 12	Tue Mar 16	Thu Mar 18	Mar 7 - 20
Apr 9/10	007	<u>Thurs Mar 25</u>	<u>Mon Mar 29</u>	<u>Wed Mar 31</u>	Mar 21 - Apr 3
Apr 23/10	008	Fri Apr 9	Tue Apr 13	Thu Apr 15	Apr 4 - 17
May 7/10	009	Fri Apr 23	Tue Apr 27	Thu Apr 29	Apr 18 - May 1
May 21/10	010	Fri May 7	Tue May 11	Thu May 13	May 2 - 15
Jun 4/10	011	<u>Thu May 20</u>	Tue May 25	Thu May 27	May 16 - 29
Jun 18/10	012	Fri Jun 4	Tue Jun 8	Thu Jun 10	May 30 - Jun 12
July 03/10	013	<u>Thu Jun 17</u>	<u>Mon Jun 21</u>	Thu Jun 24	Jun 13 - 26
Jul 16/10	014	Fri Jul 2	Tue Jul 6	Thu Jul 8	Jun 27 - Jul 10
Jul 30/10	015	Fri Jul 16	Tue Jul 20	Thu Jul 22	Jul 11 - 24
Aug 13/10	016	<u>Thu Jul 29</u>	Tue Aug 3	Thu Aug 5	Jul 25 - Aug 7
Aug 27/10	017	Fri Aug 13	Tue Aug 17	Thu Aug 19	Aug 8 - 21
Sep 10/10	018	Fri Aug 27	Tue Aug 31	Thu Sep 2	Aug 22 - Sep 4
Sep 24/10	019	Fri Sep 10	Tue Sep 14	Thu Sep 16	Sep 5 - 18
Oct 08/10	020	Fri Sep 24	Tue Sep 28	Thu Sep 30	Sep 19 - Oct 2
Oct 22/10	021	<u>Thu Oct 7</u>	Tue Oct 12	Thu Oct 14	Oct 3 - 16
Nov 05/10	022	Fri Oct 22	Tue Oct 26	Thu Oct 28	Oct 17 - 30
Nov 19/10	023	<u>Thu Nov 4</u>	<u>Mon Nov 8</u>	<u>Wed Nov 10</u>	Oct 31 - Nov 13
Dec 03/10	024	Fri Nov 19	Tue Nov 23	Thu Nov 25	Nov 14 - 27
Dec 17/10	025	<u>Thu Dec 2</u>	Tue Dec 7	Thu Dec 9	Nov 28 - Dec 11
Dec 31/10	026	<u>Thu Dec 9</u>	<u>Tue Dec 14</u>	<u>Mon Dec 20</u>	Dec 12 - 25
Jan 14/11	101	<u>Fri Dec 24</u>	Tue Jan 4	Tue Jan 6	Dec 26 - Jan 8