

December 2009 Payroll Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Pay Day for M113009 & Off Cycle / Run Leave Accrual / Off Cycle for BF120109 & MF120109	2 ePARs Due in H/R for B120809 & M123109	3 Run BW T/S for B122209 Due in Payroll 12/16/09*	4 Pay Day for B112409 & Off Cycle / Reallocations Processed at 7:00 a. m. - 12:00	5
6	7	8 Off Cycle for BF120809 & MF120809 / BW Period Ending for B120809 / Create Pay Line for B120809	9 BW T/S for B120809 Due in Payroll by 12:00 Noon / ePARs Due in H/R for B122209	10 BW Trial for B120809 / BW Trial B120809 Corrections Due by 3:00 p. m.	11 BW Final for B120809 at 9:00 a. m. / Create Pay Line for M123109 / Mthly Trial for M123109 / Reallocations Processed at 7:00 a. m. - 12:00	12
13	14 Mthly Trial Corrections Due by 9:00 a.m. / Run Final Mthly for M123109 by 12:00 Noon / Run Mthly T/S for M123109	15 Off Cycle for BF121509 & MF121509 (for 2009 Year) / Create Pay Line for B122209	16 BW T/S for B122209 Due in Payroll by 12:00 Noon / Run BW T/S for B010510 Due in Payroll 01/06/10	17 BW Trial for B122209 / BW Trial Corrections Due by 3:00 p. m / ePARs Due in HR for B010510	18 Pay Day for B120809 & Off Cycle / Final BW for B122209 at 9:00 a. m. / Reallocations Processed at 7:00 a. m. - 12:00	19
20	21 Run BW T/S for B011910 Due in Payroll 01/20/10	22 BW Period Ending for B122209	23	24 HOLIDAY	25 HOLIDAY	26
27	28 HOLIDAY	29 HOLIDAY	30 HOLIDAY	31 HOLIDAY		