

Norma G. Garcia

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(PROPOSED)

2011 PAYROLL SCHEDULE

Listed below is the payroll schedule for the year 2011. In order to assure the preparation of checks, timesheets should be submitted in accordance with the schedule below. The timesheets shall be delivered to the Payroll Section of the County Treasurer's Office (Manually or through Time & Attendance) **no later than 12:00 noon**

Paychecks cannot be guaranteed to those who do not meet the Timesheet Due Date deadline.

Payroll checks will be prepared on a biweekly basis and will cover the days as shown on the Work Period Covered column. Checks are to be distributed as indicated on the Payday column.

PAY PERIOD	WORK PERIOD COVERED	TIMESHEET DUE DATE	PAY DAY
1	12/20/2010 – 01/02/2011	12/30/2010	1/7/2011
2	01/03/2011 – 01/16/2011	1/14/2011	1/21/2011
3	01/17/2011 – 01/30/2011	1/31/2011	2/4/2011
4	01/31/2011 – 02/13/2011	2/14/2011	2/18/2011
5	02/14/2011 – 02/27/2011	2/28/2011	3/4/2011
6	02/28/2011 – 03/13/2011	3/14/2011	3/18/2011
7	03/14/2011 – 03/27/2011	3/28/2011	4/1/2011
8	03/28/2011 – 04/10/2011	4/11/2011	4/21/2011
9	04/11/2011 – 04/24/2011	4/26/2011	5/6/2011
10	04/25/2011 – 05/08/2011	5/9/2011	5/20/2011
11	05/09/2011 – 05/22/2011	5/23/2011	6/3/2011
12	05/23/2011 – 06/05/2011	6/6/2011	6/17/2011
13	06/06/2011 – 06/19/2011	6/20/2011	7/1/2011
14	06/20/2011 – 07/03/2011	7/5/2011	7/15/2011
15	07/04/2011 – 07/17/2011	7/18/2011	7/29/2011
16	07/18/2011 – 07/31/2011	8/1/2011	8/12/2011
17	08/01/2011 – 08/14/2011	8/15/2011	8/26/2011
18	08/15/2011 – 08/28/2011	8/29/2011	9/9/2011
19	08/29/2011 – 09/11/2011	9/12/2011	9/23/2011
20	09/12/2011 – 09/25/2011	9/26/2011	10/7/2011
21	09/26/2011 – 10/09/2011	10/11/2011	10/21/2011
22	10/10/2011 – 10/23/2011	10/24/2011	11/4/2011
23	10/24/2011 – 11/06/2011	11/7/2011	11/18/2011
24	11/07/2011 – 11/20/2011	11/21/2011	12/2/2011
25	11/21/2011 – 12/04/2011	12/5/2011	12/16/2011
26	12/05/2011 – 12/18/2011	12/19/2011	12/30/2011