



Payroll Schedule - 2010 1st Quarter

So that Teamwork HR may provide you with timely and accurate payroll, we must receive ALL timesheets complete with hours worked as follows:

Weekly - Tuesday by 10 a.m.

Bi-Weekly - Tuesday by 10 a.m.

Semi Monthly - The following business day after the pay period ends by 10 a.m.

Weekly:

<u>Pay Date</u>	<u>Pay Period</u>	<u>Pay Date</u>	<u>Pay Period</u>
12/31/09	(12/21 to 12/27)	02/19/10	(2/8 to 2/14)
01/08/10	(12/28 to 1/3)	02/26/10	(2/15 to 2/21)
01/15/10	(1/4 to 1/10)	03/05/10	(2/22 to 2/28)
01/22/10	(1/11 to 1/17)	03/12/10	(3/1 to 3/7)
01/29/09	(1/18 to 1/24)	03/19/10	(3/8 to 3/14)
02/05/10	(1/25 to 1/31)	03/26/10	(3/15 to 3/21)
02/12/10	(2/1 to 2/7)		

Bi-Weekly Group 1:

<u>Pay Date</u>	<u>Pay Period</u>
12/31/09	(12/14 to 12/27)
01/15/10	(12/28 to 1/10)
01/29/10	(1/11 to 1/24)
02/12/10	(1/25 to 2/7)
02/26/10	(2/8 to 2/21)
03/12/10	(2/22 to 3/7)
03/26/10	(3/8 to 3/21)

Bi-Weekly Group 2:

<u>Pay Date</u>	<u>Pay Period</u>
01/08/10	(12/21 to 1/3)
01/22/10	(1/4 to 1/17)
02/05/10	(1/18 to 1/31)
02/19/10	(2/1 to 2/14)
03/05/10	(2/15 to 2/28)
03/19/10	(3/1 to 3/14)

Semi Monthly:

<u>Pay Date</u>	<u>Pay Period</u>
01/05/10	(12/16 to 12/31)
01/20/10	(1/1 to 1/15)
02/05/10	(1/16 to 1/31)
02/19/10	(2/1 to 2/15)
03/05/10	(2/16 to 2/28)
03/19/10	(3/1 to 3/15)