



Payroll Schedule - 2010 4th 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>
10/01/10	(9/20 to 9/26)	11/19/10	(11/8 to 11/14)
10/08/10	(9/27 to 10/3)	11/26/10	(11/15 to 11/21)
10/15/10	(10/4 to 10/10)	12/03/10	(11/22 to 11/28)
10/22/10	(10/11 to 10/17)	12/10/10	(11/29 to 12/5)
10/29/10	(10/18 to 10/24)	12/17/10	(12/6 to 12/12)
11/05/10	(10/25 to 10/31)	12/24/10	(12/13 to 12/19)
11/12/10	(11/1 to 11/7)	12/31/10	(12/20 to 12/26)

Bi-Weekly Group 1:

<u>Pay Date</u>	<u>Pay Period</u>
10/08/10	(9/20 to 10/3)
10/22/10	(10/4 to 10/17)
11/05/10	(10/18 to 10/31)
11/19/10	(11/1 to 11/14)
12/03/10	(11/15 to 11/28)
12/17/10	(11/29 to 12/12)
12/31/10	(12/13 to 12/26)

Bi-Weekly Group 2:

<u>Pay Date</u>	<u>Pay Period</u>
10/01/10	(9/13 to 9/26)
10/15/10	(9/27 to 10/10)
10/29/10	(10/11 to 10/24)
11/12/10	(10/25 to 11/7)
11/26/10	(11/8 to 11/21)
12/10/10	(11/22 to 12/5)
12/24/10	(12/6 to 12/19)

Semi Monthly:

<u>Pay Date</u>	<u>Pay Period</u>
10/05/10	(9/16 to 9/30)
10/20/10	(10/1 to 10/15)
11/05/10	(10/16 to 10/31)
11/19/10	(11/1 to 11/15)
12/06/10	(11/16 to 11/30)
12/20/10	(12/1 to 12/15)