

BISD

2009 – 2010 Payroll Dates and Deadlines

Please review the following schedule. This schedule designates fiscal year 2009-2010 payroll dates and the corresponding reporting period. Please pay special attention to the due dates; all payroll forms (including AESOP submission) must be received in the payroll office no later than noon (12:00 p.m.) on the due date. The payroll office will extract all AESOP information at noon on the due date. Any payroll form (including AESOP submission) received after noon (12:00 p.m.) on the due date will not be paid until the following pay period.

<i>DUE IN PAYROLL OFFICE BY NOON</i>		<i>REPORTING PERIOD</i>	<i>RELEASE OF CHECK</i>
September	1, 2009	August 16-31	September 15, 2009
	16, 2009	September 1-15	September 30, 2009
October	1, 2009	September 16-30	October 15, 2009
	16, 2009	October 1-15	October 30, 2009
November	2, 2009	October 16-31	November 13, 2009
	13, 2009	November 1-13	November 30, 2009
December	1, 2009	November 14-30	December 11, 2009
	11, 2009	December 1-11	December 18, 2009
January	4, 2010	December 12-31	January 15, 2010
	18, 2010	January 1-15	January 29, 2010
February	1, 2010	January 16-31	February 12, 2010
	16, 2010	February 1-15	February 26, 2010
March	1, 2010	February 16-29	March 12, 2010
	22, 2010	March 1-15	March 31, 2010
April	1, 2010	March 16-31	April 15, 2010
	16, 2010	April 1-15	April 30, 2010
May	3, 2010	April 16-30	May 14, 2010
	17, 2010	May 1-15	May 28, 2010
June	1, 2010	May 16-31	June 15, 2010
	16, 2010	June 1-15	June 30, 2010
July	1, 2010	June 16-30	July 15, 2010
	19, 2010	July 1-15	July 29, 2010
August	2, 2010	July 16-31	August 13, 2010
	16, 2010	August 1-15	August 31, 2010