



# 2010 Time Sheet Submission and Payroll Schedule

☐ - payroll day      ■ - time sheets due

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	<b>13</b>	14	15	16
17	18	19	20	21	22	23
24	25	26	<b>27</b>	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	<b>10</b>	11	12	13
14	15	16	17	18	19	20
21	22	23	<b>24</b>	25	26	27
28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	<b>10</b>	11	12	13
14	15	16	17	18	19	20
21	22	23	<b>24</b>	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	<b>7</b>	8	9	10
11	12	13	14	15	16	17
18	19	20	<b>21</b>	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	<b>5</b>	6	7	8
9	10	11	12	13	14	15
16	17	18	<b>19</b>	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	<b>2</b>	3	4	5
6	7	8	9	10	11	12
13	14	15	<b>16</b>	17	18	19
20	21	22	23	24	25	26
27	28	29	<b>30</b>			

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	<b>14</b>	15	16	17
18	19	20	21	22	23	24
25	26	27	<b>28</b>	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	<b>11</b>	12	13	14
15	16	17	18	19	20	21
22	23	24	<b>25</b>	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	<b>8</b>	9	10	11
12	13	14	15	16	17	18
19	20	21	<b>22</b>	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	<b>6</b>	7	8	9
10	11	12	13	14	15	16
17	18	19	<b>20</b>	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	<b>3</b>	4	5	6
7	8	9	10	11	12	13
14	15	16	<b>17</b>	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			<b>1</b>	2	3	4
5	6	7	8	9	10	11
12	13	14	<b>15</b>	16	17	18
19	20	21	22	23	24	25
26	27	28	<b>29</b>	30	31	

Editech's work week runs from Saturday to Friday, and our payroll frequency is biweekly. Time sheets are due at the end of every week on Friday (as indicated by shading above), and paychecks are released the Wednesday following the second Friday of the pay period. Pay dates appear in bold and are outlined on the applicable Wednesdays above.