

**JANUARY 2009 – DECEMBER 2009**

**BIWEEKLY SCHEDULE FOR KRONOS APPROVALS AND PAY DATES**

This schedule applies to non-exempt regular full-time and part-time staff and temporary staff using the online time and attendance application, Kronos. Please use this schedule to meet the appropriate deadlines.

<b>Pay Period Begins Sunday</b>	<b>Pay Period Ends Saturday</b>	<b>Employee Approval by Monday @4:30pm or Tuesday @12:00pm</b>	<b>Manager Approval by Tuesday @4:30pm or Monday @ 4:30pm</b>	<b>Pay Date for fulltime and part-time staff regular earnings</b>	<b>Pay Date for full &amp; part time staff overtime and temporary staffs' hours</b>
12/21/08	1/3/09	Monday 1/5/09	Tuesday 1/6/09	12/30/08	1/13/09
1/4/09	1/17/09	<b>Tuesday 1/20/09*</b>	Tuesday 1/20/09	1/13/09	1/27/09
1/18/09	1/31/09	Monday 2/2/09	Tuesday 2/3/09	1/27/09	2/10/09
2/1/09	2/14/09	<b>Tuesday 2/17/09*</b>	Tuesday 2/17/09	2/10/09	2/24/09
2/15/09	2/28/09	Monday 3/2/09	Tuesday 3/3/09	2/24/09	3/10/09
3/1/09	3/14/09	Monday 3/16/09	Tuesday 3/17/09	3/10/09	3/24/09
3/15/09	3/28/09	Monday 3/30/09	Tuesday 3/31/09	3/24/09	4/7/09
3/29/09	4/11/09	Monday 4/13/09	Tuesday 4/14/09	4/7/09	4/21/09
4/12/09	4/25/09	Monday 4/27/09	Tuesday 4/28/09	4/21/09	5/5/09
4/26/09	5/9/09	Monday 5/11/09	Tuesday 5/12/09	5/5/09	5/19/09
5/10/09	5/23/09	<b>Tuesday 5/26/09*</b>	Tuesday 5/26/09	5/19/09	6/2/09
5/24/09	6/6/09	Monday 6/8/09	Tuesday 6/9/09	6/2/09	6/16/09
6/7/09	6/20/09	Monday 6/22/09	Tuesday 6/23/09	6/16/09	6/30/09
6/21/09	7/4/09	Monday 7/6/09	Tuesday 7/7/09	6/30/09	7/14/09
7/5/09	7/18/09	Monday 7/20/09	Tuesday 7/21/09	7/14/09	7/28/09
7/19/09	8/1/09	Monday 8/3/09	Tuesday 8/4/09	7/28/09	8/11/09
8/2/09	8/15/09	Monday 8/17/09	Tuesday 8/18/09	8/11/09	8/25/09
8/16/09	8/29/09	Monday 8/31/09	Tuesday 9/1/09	8/25/09	9/8/09
8/30/09	9/12/09	Monday 9/14/09	Tuesday 9/15/09	9/8/09	9/22/09
9/13/09	9/26/09	Monday 9/28/09	Tuesday 9/29/09	9/22/09	10/6/09
9/27/09	10/10/09	<b>Tuesday 10/13/09*</b>	Tuesday 10/13/09	10/6/09	10/20/09
10/11/09	10/24/09	Monday 10/26/09	Tuesday 10/27/09	10/20/09	11/3/09
10/25/09	11/7/09	Monday 11/9/09	<b>Monday 11/9/09***</b>	11/3/09	11/17/09
11/8/09	11/21/09	<b>Monday 11/23/09**</b>	<b>Monday 11/23/09***</b>	11/17/09	12/1/09
11/22/09	12/5/09	Monday 12/7/09	Monday 12/8/09	12/1/09	12/15/09
12/6/09	12/19/09	<b>Monday 12/21/09**</b>	<b>Monday 12/21/09***</b>	12/15/09	12/29/09
12/20/09	1/2/10	Monday 1/4/10	Tuesday 1/5/10	12/29/09	1/12/10

\* Employee approval due on Tuesday by 12:00pm because of Monday holiday.

\*\* Employee approval due on Monday by 12:00pm to allow manager approval time.

\*\*\* Manager must approve on Monday by 4:30pm because of a short work week.