

**2010-2011 Payroll Schedule
Q744 Payrolls (SREPP & PSOEP only)**

Month		Staffing Close Date	Timekeeping Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/14/10	09/15/10	09/27/10	09/17/10	09/30/10	09/30/10
	2nd Half	09/29/10	09/30/10	10/12/10	10/04/10	10/15/10	10/15/10
Oct	1st Half	10/13/10	10/14/10	10/26/10	10/18/10	10/29/10	10/29/10
	2nd Half	10/27/10	10/28/10	11/09/10	11/01/10	11/15/10	11/16/10
Nov	1st Half	11/15/10	11/16/10	11/23/10	11/18/10	11/30/10	11/30/10
	2nd Half	12/01/10	12/02/10	12/10/10	12/04/10	12/15/10	12/15/10
Dec	1st Half	12/14/10	12/15/10	12/27/10	12/17/10	12/30/10	12/23/10
	2nd Half	01/03/11	01/04/11	01/11/11	01/06/11	01/14/11	01/14/11
Jan	1st Half	01/18/11	01/19/11	01/26/11	01/21/11	01/31/11	01/31/11
	2nd Half	01/31/11	02/01/11	02/08/11	02/03/11	02/15/11	02/15/11
Feb	1st Half	02/15/11	02/16/11	02/23/11	02/18/11	02/28/11	02/28/11
	2nd Half	03/02/11	03/03/11	03/10/11	03/07/11	03/15/11	03/15/11
Mar	1st Half	03/16/11	03/17/11	03/28/11	03/21/11	03/31/11	03/31/11
	2nd Half	03/30/11	03/31/11	04/12/11	04/04/11	04/15/11	04/15/11
Apr	1st Half	04/13/11	04/14/11	04/26/11	04/18/11	04/29/11	04/29/11
	2nd Half	04/29/11	05/02/11	05/11/11	05/04/11	05/16/11	05/16/11
May	1st Half	***5/13/2011	05/16/11	05/25/11	05/18/11	05/31/11	05/31/11
	2nd Half	***5/20/2011	05/23/11	06/10/11	05/25/11	06/15/11	06/15/11
June	1st Half	***5/27/2011	05/31/11	06/27/11	06/01/11	06/30/11	06/28/11
	2nd Half	***				07/07/11	07/08/11
July	1st Half	***				07/21/11	07/22/11
	2nd Half	***				08/04/11	08/05/11
Aug	1st Half	***				08/18/11	08/19/11
	2nd Half			09/12/11		09/15/11	09/15/11

All SREPP and PSOEP are paid on a positive basis for each day/hour worked. As a result, there is one payroll period lag for timekeeping entries.

*** Follow the PAYROLL ADMINISTRATION MEMORANDUM End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payroll

*** The EIS bulletin board is a source for information regarding the payroll /timekeeping close dates and any changes made to them.