

PAYROLL DATES OF 2009

Month	Pay Run	If Timesheet / Invoice received on	Funds will clear in Ltd Co / Umb Co
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January	First Payroll Day	Friday	2nd	Wednesday	7th
	Second Payroll Day	Monday	5th	Thursday	8th
	Third Payroll Day	Tuesday	6th	Friday	9th
	Final Mid-Month Cut Off	Sunday	11th	Wednesday	14th

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February	First Payroll Day	Monday	2nd	Friday	6th
	Second Payroll Day	Tuesday	3rd	Monday	9th
	Third Payroll Day	Wednesday	4th	Tuesday	10th
	Final Mid-Month Cut Off	Sunday	15th	Wednesday	18th

March	First Payroll Day	Monday	2nd	Friday	6th
	Second Payroll Day	Tuesday	3rd	Monday	9th
	Third Payroll Day	Wednesday	4th	Tuesday	10th
	Final Mid-Month Cut Off	Sunday	15th	Wednesday	18th

April	First Payroll Day	Wednesday	1st	Tuesday	7th
	Second Payroll Day	Thursday	2nd	Wednesday	8th
	Third Payroll Day	Friday	3rd	Thursday	9th
	Final Mid-Month Cut Off	Sunday	19th	Wednesday	22nd

May	First Payroll Day	Friday	1st	Thursday	7th
	Second Payroll Day	Tuesday	5th	Friday	8th
	Third Payroll Day	Wednesday	6th	Monday	11th
	Final Mid-Month Cut Off	Sunday	17th	Wednesday	20th

June	First Payroll Day	Monday	1st	Friday	5th
	Second Payroll Day	Tuesday	2nd	Monday	8th
	Third Payroll Day	Wednesday	3rd	Tuesday	9th
	Final Mid-Month Cut Off	Sunday	14th	Wednesday	17th

PLEASE NOTE THAT MINUTES MUST BE ROUNDED UP OR DOWN TO THE NEAREST 15 MINUTES.

YOU MAY ONLY CLAIM PAYMENT ON THE MID - MONTH PAYROLL IF YOU WERE UNABLE TO SUPPLY YOUR SIGNED TIMESHEET AND INVOICE ON ANY OF THE 3 INITIAL PAYROLL DATES.

PAYROLL DATES OF 2009

Month	Pay Run	If Timesheet / Invoice received on	Funds will clear in Ltd Co / Umb Co
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July	First Payroll Day	Wednesday	1st	Tuesday	7th
	Second Payroll Day	Thursday	2nd	Wednesday	8th
	Third Payroll Day	Friday	3rd	Thursday	9th
	Final Mid-Month Cut Off	Sunday	12th	Wednesday	15th

August	First Payroll Day	Monday	3rd	Friday	7th
	Second Payroll Day	Tuesday	4th	Monday	10th
	Third Payroll Day	Wednesday	5th	Tuesday	11th
	Final Mid-Month Cut Off	Sunday	16th	Wednesday	19th

September	First Payroll Day	Tuesday	1st	Monday	7th
	Second Payroll Day	Wednesday	2nd	Tuesday	8th
	Third Payroll Day	Thursday	3rd	Wednesday	9th
	Final Mid-Month Cut Off	Sunday	13th	Wednesday	16th

October	First Payroll Day	Thursday	1st	Wednesday	7th
	Second Payroll Day	Friday	2nd	Thursday	8th
	Third Payroll Day	Monday	5th	Friday	9th
	Final Mid-Month Cut Off	Sunday	11th	Wednesday	14th

November	First Payroll Day	Monday	2nd	Friday	6th
	Second Payroll Day	Tuesday	3rd	Monday	9th
	Third Payroll Day	Wednesday	4th	Tuesday	10th
	Final Mid-Month Cut Off	Sunday	15th	Wednesday	18th

December	First Payroll Day	Tuesday	1st	Monday	7th
	Second Payroll Day	Wednesday	2nd	Tuesday	8th
	Third Payroll Day	Thursday	3rd	Wednesday	9th
	Final Mid-Month Cut Off	Sunday	20th	Wednesday	23rd

PLEASE NOTE THAT MINUTES MUST BE ROUNDED UP OR DOWN TO THE NEAREST 15 MINUTES.

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