

MEMORANDUM

DATE: November 18, 2008
TO: All Non-Exempt Employees
FROM: Andy Cooley, Payroll/HR Coordinator
SUBJECT: 2009 Bi-Weekly Payroll/Attendance Report

Attached to the reverse side of this memo is a schedule that shows 2009 reporting dates for remittance of time sheets for non-exempt employees. Each day that you are designated to work should be filled in with the total hours to be paid and the absentee coding where appropriate. You can use the explanation box on the form for more detailed information regarding your payroll or attendance information.

This report is to be received by the Human Resources Office, Box 4, Bentley Hall, no later than 4:00 pm on the "Due Date" unless otherwise noted in a separate notice. (Please note that NO payroll will be processed if received later than 4:00 pm on the due date but will be processed with the next biweekly payroll). Also note that there are four times when time sheets are due prior to the end of a pay period because of holidays: those dates are bolded on the attached payroll schedule. For those periods, it will be necessary to estimate the hours you will be working until the end of the pay period, and any adjustments, if needed, will be made on the next scheduled pay date.

Thank you for your cooperation in this important matter.

**ALLEGHENY COLLEGE BIWEEKLY
PAYROLL SCHEDULE FOR 2009**

Week Day	BiWeekly Due Date**	BiWeekly Pay Period	2009 Pay Date
THURSDAY	DEC 18	DEC 14 TO DEC 27	JAN 2
FRIDAY	JAN 9	DEC 28 TO JAN 10	JAN 16
FRIDAY	JAN 23	JAN 11 TO JAN 24	JAN 30
FRIDAY	FEB 6	JAN 25 TO FEB 7	FEB 13
FRIDAY	FEB 20	FEB 8 TO FEB 21	FEB 27
FRIDAY	MAR 6	FEB 22 TO MAR 7	MAR 13
FRIDAY	MAR 20	MAR 8 TO MAR 21	MAR 27
FRIDAY	APR 3	MAR 22 TO APR 4	APR 10
FRIDAY	APR 17	APR 5 TO APR 18	APR 24
FRIDAY	MAY 1	APR 19 TO MAY 2	MAY 8
FRIDAY	MAY 15	MAY 3 TO MAY 16	MAY 22
FRIDAY	MAY 29	MAY 17 TO MAY 30	JUNE 5
FRIDAY	JUNE 12	MAY 31 TO JUNE 13	JUNE 19
THURSDAY	JUNE 25	JUNE 14 TO JUNE 27	JULY 2
FRIDAY	JULY 10	JUNE 28 TO JULY 11	JULY 17
FRIDAY	JULY 24	JULY 12 TO JULY 25	JULY 31
FRIDAY	AUG 7	JULY 26 TO AUG 8	AUG 14
FRIDAY	AUG 21	AUG 9 TO AUG 22	AUG 28
THURSDAY	SEPT 3	AUG 23 TO SEPT 5	SEPT 11
FRIDAY	SEPT 18	SEPT 6 TO SEPT 19	SEPT 25
FRIDAY	OCT 2	SEPT 20 TO OCT 3	OCT 9
FRIDAY	OCT 16	OCT 4 TO OCT 17	OCT 23
FRIDAY	OCT 30	OCT 18 TO OCT 31	NOV 6
FRIDAY	NOV 13	NOV 1 TO NOV 14	NOV 20
WEDNESDAY	NOV 25	NOV 15 TO NOV 28	DEC 4
FRIDAY	DEC 11	NOV 29 TO DEC 12	DEC 18

****timesheets are due by 4:00pm on the "Due Date"**