

2010 PAYROLL PROCESSING SCHEDULE

BIWEEKLY PAYROLL

PAY PERIOD	PAPERWORK DUE TO HR	DEADLINE FOR TAS 2:00 PM	PAY REQUESTS DUE TO PAYROLL AT 5:00 PM	PAYROLL RUN DATE	PAY DATE
12/27/2009 - 01/09/2010	01/07/10	01/11/10	01/11/10	01/12/10	01/15/10
01/10/2010 - 01/23/2010	01/21/10	01/25/10	01/25/10	01/26/10	01/29/10
01/24/2010 - 02/06/2010	02/04/10	02/08/10	02/08/10	02/09/10	02/12/10
02/07/2010 - 02/20/2010	02/18/10	02/22/10	02/22/10	02/23/10	02/26/10
02/21/2010 - 03/06/2010	03/04/10	03/08/10	03/08/10	03/09/10	03/12/10
03/07/2010 - 03/20/2010	03/18/10	03/22/10	03/22/10	03/23/10	03/26/10
03/21/2010 - 04/03/2010	04/01/10	04/05/10	04/05/10	04/06/10	04/09/10
04/04/2010 - 04/17/2010	04/15/10	04/19/10	04/19/10	04/20/10	04/23/10
04/18/2010 - 05/01/2010	04/29/10	05/03/10	05/03/10	05/04/10	05/07/10
05/02/2010 - 05/15/2010	05/13/10	05/17/10	05/17/10	05/18/10	05/21/10
05/16/2010 - 05/29/2010	05/27/10	*	*	06/01/10	06/04/10
05/30/2010 - 06/12/2010	06/10/10	06/14/10	06/14/10	06/15/10	06/18/10
06/13/2010 - 06/26/2010	06/24/10	06/28/10	06/28/10	06/29/10	07/02/10
06/27/2010 - 07/10/2010	07/08/10	07/12/10	07/12/10	07/13/10	07/16/10
07/11/2010 - 07/24/2010	07/22/10	07/26/10	07/26/10	07/27/10	07/30/10
07/25/2010 - 08/07/2010	08/05/10	08/09/10	08/09/10	08/10/10	08/13/10
08/08/2010 - 08/21/2010	08/19/10	08/23/10	08/23/10	08/24/10	08/27/10
08/22/2010 - 09/04/2010	09/02/10	**	**	09/07/10	09/10/10
09/05/2010 - 09/18/2010	09/16/10	09/20/10	09/20/10	09/21/10	09/24/10
09/19/2010 - 10/02/2010	09/30/10	10/04/10	10/04/10	10/05/10	10/08/10
10/03/2010 - 10/16/2010	10/14/10	10/18/10	10/18/10	10/19/10	10/22/10
10/17/2010 - 10/30/2010	10/28/10	11/01/10	11/01/10	11/02/10	11/05/10
10/31/2010 - 11/13/2010	11/11/10	11/15/10	11/15/10	11/16/10	11/19/10
11/14/2010 - 11/27/2010	11/24/10	11/29/10	11/29/10	11/30/10	12/03/10
11/28/2010 - 12/11/2010	12/09/10	12/13/10	12/13/10	12/14/10	12/17/10
12/12/2010 - 12/25/2010	12/21/10	***	***	12/27/10	12/30/10

* Holiday Change, TAS due 06/01/10 at 10:00 am, Pay Request due 9:00 am

** Holiday Change, TAS due 09/07/10 at 10:00 am, Pay Request due 9:00 am

*** Holiday Change, TAS due 12/27/10 at 10:00 am, Pay Request due 9:00 am

Supplemental Payrolls

MONTHLY PAYROLL SCHEDULE

PAY PERIOD	PAPERWORK DUE TO HR	PAYROLL RUN DATE	PAY DATE	PAY APPROVALS DUE BY 5:00 PM	RUN DATE	PAY DATE
January-10	01/15/10	01/22/10	01/29/10	01/08/10	01/11/10	01/15/10
February-10	02/16/10	02/19/10	02/26/10	02/05/10	02/08/10	02/12/10
March-10	03/22/10	03/25/10	03/31/10	03/09/10	03/10/10	03/15/10
April-10	04/20/10	04/26/10	04/30/10	04/09/10	04/12/10	04/15/10
May-10	05/18/10	05/21/10	05/28/10	05/10/10	05/11/10	05/14/10
June-10	06/18/10	06/24/10	06/30/10	06/09/10	06/10/10	06/15/10
July-10	07/20/10	07/23/10	07/30/10	07/08/10	07/09/10	07/15/10
August-10	08/19/10	08/25/10	08/31/10	08/06/10	08/09/10	08/13/10
September-10	09/21/10	09/24/10	09/30/10	09/09/10	09/10/10	09/15/10
October-10	10/19/10	10/25/10	10/29/10	10/11/10	10/12/10	10/15/10
November-10	11/18/10	11/23/10	11/30/10	11/09/10	11/10/10	11/15/10
December-10	12/16/10	12/21/10	12/30/10	12/09/10	12/10/10	12/15/10

* Please Note: All Pay Requests must be approved by 5:00pm the day before the Payroll Run Date.

Any requests Approved after 5:00pm will be processed in the next available cycle.

MONTHLY PAYROLL SCHEDULE FOR TEC DOCs

PAY PERIOD	HR PAPERWORK TO TEC FINANCE	PAPERWORK DUE TO HR	FINANCE REQUESTS DUE TO TEC ADMIN	PAPERWORK DUE IN EU PAYROLL	PAYROLL RUN DATE	PAY DATE
January-10	01/07/10	01/15/10	01/14/10	01/21/10	01/22/10	01/29/10
February-10	02/08/10	02/16/10	02/15/10	02/18/10	02/19/10	02/26/10
March-10	03/12/10	03/22/10	03/19/10	03/24/10	03/25/10	03/31/10
April-10	04/12/10	04/20/10	04/19/10	04/23/10	04/26/10	04/30/10
May-10	05/10/10	05/18/10	05/17/10	05/20/10	05/21/10	05/28/10
June-10	06/10/10	06/18/10	06/17/10	06/23/10	06/24/10	06/30/10
July-10	07/12/10	07/20/10	07/19/10	07/22/10	07/23/10	07/30/10
August-10	08/11/10	08/19/10	08/18/10	08/24/10	08/25/10	08/31/10
September-10	09/13/10	09/21/10	09/20/10	09/23/10	09/24/10	09/30/10
October-10	10/11/10	10/19/10	10/18/10	10/22/10	10/25/10	10/29/10
November-10	11/10/10	11/18/10	11/17/10	11/22/10	11/23/10	11/30/10
December-10	12/08/10	12/16/10	12/15/10	12/20/10	12/21/10	12/30/10

Supplemental Payrolls

REQUESTS DUE TO TO TEC ADMIN	PAY REQUESTS DUE IN PAYROLL 5PM	RUN DATE	PAY DATE
01/05/10	01/08/10	01/11/10	01/15/10
02/02/10	02/05/10	02/08/10	02/12/10
03/04/10	03/09/10	03/10/10	03/15/10
04/06/10	04/09/10	04/12/10	04/15/10
05/05/10	05/10/10	05/11/10	05/14/10
06/04/10	06/09/10	06/10/10	06/15/10
07/02/10	07/08/10	07/09/10	07/15/10
08/03/10	08/06/10	08/09/10	08/13/10
09/03/10	09/09/10	09/10/10	09/15/10
10/06/10	10/11/10	10/12/10	10/15/10
11/04/10	11/09/10	11/10/10	11/15/10
12/06/10	12/09/10	12/10/10	12/15/10