

Covenant Retirement Communities

Pay Schedule 2010

	<u>Pay Period Number</u>	<u>Pay Period Begins</u>	<u>Pay Period Ends</u>	<u>Payroll Changes and Time Cards Due</u>	<u>Pre-check Report Reviewed</u>	<u>Pay Day</u>
New Payroll Cycle		DAY shift Friday morning	end of NIGHT shift that begins Thursday night	Friday *	Monday by noon CT	Thursday
End of 2009 Payroll Year	26	12/11/09	12/24/09	12/28/09	12/29/09	12/31/09
2010 Payroll Year	1	12/25/09	01/07/10	01/08/10	01/11/10	01/14/10
	2	01/08/10	01/21/10	01/22/10	01/25/10	01/28/10
	3	01/22/10	02/04/10	02/05/10	02/08/10	02/11/10
	4	02/05/10	02/18/10	02/19/10	02/22/10	02/25/10
	5	02/19/10	03/04/10	03/05/10	03/08/10	03/11/10
	6	03/05/10	03/18/10	03/19/10	03/22/10	03/25/10
	7	03/19/10	04/01/10	04/02/10	04/05/10	04/08/10
	8	04/02/10	04/15/10	04/16/10	04/19/10	04/22/10
	9	04/16/10	04/29/10	04/30/10	05/03/10	05/06/10
	10	04/30/10	05/13/10	05/14/10	05/17/10	05/20/10
	11	05/14/10	05/27/10	05/28/10	06/01/10	06/03/10
	12	05/28/10	06/10/10	06/11/10	06/14/10	06/17/10
	13	06/11/10	06/24/10	06/25/10	06/28/10	07/01/10
	14	06/25/10	07/08/10	07/09/10	07/12/10	07/15/10
	15	07/09/10	07/22/10	07/23/10	07/26/10	07/29/10
	16	07/23/10	08/05/10	08/06/10	08/09/10	08/12/10
	17	08/06/10	08/19/10	08/20/10	08/23/10	08/26/10
	18	08/20/10	09/02/10	09/03/10	09/07/10	09/09/10
	19	09/03/10	09/16/10	09/17/10	09/20/10	09/23/10
	20	09/17/10	09/30/10	10/01/10	10/04/10	10/07/10
	21	10/01/10	10/14/10	10/15/10	10/18/10	10/21/10
	22	10/15/10	10/28/10	10/29/10	11/01/10	11/04/10
	23	10/29/10	11/11/10	11/12/10	11/15/10	11/18/10
	24	11/12/10	11/25/10	11/26/10	11/29/10	12/02/10
	25	11/26/10	12/09/10	12/10/10	12/13/10	12/16/10
End of 2010 Payroll Year	26	12/10/10	12/23/10	12/27/10	12/28/10	12/30/10
2011 Payroll Year	1	12/24/10	01/06/11	01/07/11	01/10/11	01/13/11
	2	01/07/11	01/20/11	01/21/11	01/24/11	01/27/11

* **NOTE:** With UltiPro, the campus HR director must sign off by Friday noon local time. Central office will process payroll that afternoon and distribute pre-check information for review by campus HR staff. Payroll will be transmitted for printing Monday afternoon.

11/04/09

Dates in Pink: date adjusted due to holiday schedules

