



Centre Region Council of Governments

CENTRE REGION PARKS AND RECREATION

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Serving the Borough of State College and the Townships of College, Ferguson, Harris & Patton

2010 Payroll Schedule (For HOURLY Employees)

This pay period schedule does not apply to Salaried Staff.

All payments are by Direct Deposit only (at 12:01 AM on Friday)

NOTE THE 2-WEEK PAY PERIOD FOR HOURLY STAFF: Friday through Thursday

Each timesheet must be signed by the employee and the Supervisor, and submitted to the CRPR Office prior to 9:00 am on **Timesheet Day** (Friday). **Timesheets that are illegible, incomplete, unsigned or submitted late cannot be processed.** An I-9, a Personnel Action Form, W-4 and all Child Safety Policy Documents must have been submitted prior.

2010	Work Period: 14 days (Fri-Thu)	2010 Timesheet Deadline 9 AM Fri.:	2010 Paychecks Available: (Fri. after 10 AM)
1	12/18-12/31/09	Jan 4	Jan 8
2	1/01-01/14	Jan 15	Jan 22
3	1/15-01/28	Jan 29	Feb 5
4	01/29-2/11	Feb 12	Feb 19
5	2/12-2/25	Feb 26	Mar 5
6	2/26-3/11	Mar 12	Mar 19
7	3/12-3/25	Mar 26	Apr 2
8	3/26-4/08	Apr 9	Apr 16
9	4/9-4/22	Apr 23	Apr 30
10	4/23-5/06	May 7	May 14
11	5/07-5/20	May 21	May 28
12	5/21-6/03	Jun 4	Jun 11
13	6/04-6/17	Jun 18	Jun 25
14	6/18-7/01	July 2	July 9

2010	Work Period: 14 days (Fri-Thu)	2010 Timesheet Deadline 9 AM Fri.:	2010 Paychecks Available: (Fri. after 10 AM)
15	7/02-7/15	July 16	Jul 23
16	7/16-7/29	July 30	Aug 6
17	7/30-8/12	Aug 13	Aug 20
18	8/13-8/26	Aug 27	Sept 3
19	8/27-9/09	Sept 10	Sept 17
20	9/10-9/23	Sept 24	Oct 1
21	9/24-10/07	Oct 8	Oct 15
22	10/08-10/21	Oct 22	Oct 29
23	10/22-11/04	Nov 5	Nov 12
24	11/05-11/18	Nov 19	Nov 26
25	11/19-12/02	Dec 3	Dec 10
26	12/03-12/16	Dec 17	Dec 23
-	12/17-12/30	Dec 31	Jan 07, '11

Timesheet deadlines may be adjusted by the Borough Finance Dept. as needed for holidays.
 Supervisors: please make this information available to all employees.

Ronald J. Woodhead, Director
 30 Dec 09

cc: SC Borough Finance Dept.

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