

**2009 EDUCATIONAL SUMMER SERVICES - 2009 PAYROLL CODES "G," "Q," "R," "P,"  
"W," AND "Z"**

| LV.<br>ACC. | PAY PERIOD<br>From - Through | STANDARD<br>DAYS IN PAY<br>PERIOD | PAYROLL PROCESSING SCHEDULE       |  |   |                                 | CHECKS                                |  | PAYDATE<br>FOR  |
|-------------|------------------------------|-----------------------------------|-----------------------------------|--|---|---------------------------------|---------------------------------------|--|---|
|             |                              |                                   | ROSTER<br>STRIP<br>DATE BY<br>ITS | DAILY<br>ATTENDANCE<br>SHEETS<br><u>AVAILABLE<br/>ONLINE</u> | FINAL<br>ROSTERS<br>APPROVED<br>BY WORK<br>LOCATION<br>BY 2:00 P.M. | PAYROLLS<br>PROCESSED<br>BY ITS | FROM ITS TO<br>TREASURY<br>MANAGEMENT | FROM<br>TREASURY<br>MANAGEMENT<br>TO MAIL ROOM | ALL 2009<br>EDUCATIONA<br>L SUMMER<br>SERVICES<br>EMPLOYEES |
|             | 06/12-06/25                  | 4                                 | 06/19                             | 06/22  | 06/25   | 06/26                           | 06/29                                 | 07/01  | 07/02   |
| 1           | 06/26-07/09                  | 9                                 | 07/06                             | 07/07  | 07/10   | 07/13                           | 07/14                                 | 07/16  | 07/17   |
|             | 07/10-07/23                  | 10                                | 07/20                             | 07/21  | 07/24   | 07/27                           | 07/28                                 | 07/30  | 07/31   |
|             | 07/24-08/06                  | 1                                 | 08/03                             | 08/04  | 08/07   | 08/10                           | 08/11                                 | 08/13  | 08/14   |