

Due Dates for Time Cards

Here are your payroll due dates for the Fall, Spring and Summer 2010 – 2011 semesters. PLEASE keep this list and MAKE A NOTE OF THE DATES. As a courtesy, we try to remind everyone of approaching deadlines, but we may not always be able to do so. It is your responsibility to make sure you submit your paperwork in a timely, efficient manner. Timecards turned in after the deadline will be processed and paid the following month. Significant errors on your time sheet and/or card may also result in a delay in your paycheck.

Billing Cycle: 26th of the previous month through 25th of the current month (i.e. for September 24 due date, bill for August 26-September 25). You may “pre-bill” for jobs you anticipate to do on the days following the due date. ISO staff will make modifications to the timesheet report and timecard if there are any adjustments.

TIME CARD DUE DATES	DISTRICT HOLIDAYS (NON-BILLABLE)
Monday, August 23, 2010	(None)
Wednesday, September 22, 2010	September 6 (Labor Day)
Thursday, October 21, 2010	(None)
Thursday, November 18, 2010	November 12 (Veterans Day), November 25-26 (Thanksgiving Break)
Friday, December 10, 2010	December 22-25 & 26-31 (Winter Break)
Friday, January 21, 2011	January 1 (New Year's Day) January 17 (MLK Day)
Wednesday, February 16, 2011	February 18 & 21 (President's Days)
Wednesday, March 23, 2011	(None)
Thursday, April 21, 2011	April 18 - April 23 (Spring Break)
Friday, May 20, 2011	May 30 (Memorial Day)
Wednesday, June 22, 2011	(None)
Thursday, July 21, 2011	July 4 (Independence Day)
Tuesday, August 23, 2011	(None)

Note: Due Dates are subject to change. If there are any changes, you'll be informed by the ISO staff or by the Time Sheet Report e-mail.