

2009 – 2010 TIMESHEET DEADLINES

<u>PAYROLL PERIOD</u>	<u>TIME SHEET DEADLINE</u>	<u>PAYDAY</u>
08/23/09 thru 09/05/09	11:00 a.m. Monday, 09/07/09	09/18/09
09/06/09 thru 09/19/09	11:00 a.m. Monday, 09/21/09	10/05/09
09/20/09 thru 10/03/09	11:00 a.m. Monday, 10/05/09	10/20/09
10/04/09 thru 10/17/09	11:00 a.m. Monday, 10/19/09	11/05/09
10/18/09 thru 10/31/09	11:00 a.m. Monday, 11/02/09	11/20/09
11/01/09 thru 11/21/09	11:00 a.m. Monday, 11/23/09	12/04/09
11/22/09 thru 12/05/09	11:00 a.m. Monday, 12/07/09	12/18/09
12/06/09 thru 12/12/09	11:00 a.m. Monday, 12/14/09	01/05/10
12/13/09 thru 01/02/10	11:00 a.m. Monday, 01/04/10	01/20/10
01/03/10 thru 01/23/10	11:00 a.m. Monday, 01/25/10	02/05/10
01/24/10 thru 02/06/10	11:00 a.m. Monday, 02/08/10	02/19/10
02/07/10 thru 02/20/10	11:00 a.m. Monday, 02/22/10	03/05/10
02/21/10 thru 03/06/10	11:00 a.m. Monday, 03/08/10	03/19/10
03/07/10 thru 03/20/10	11:00 a.m. Monday, 03/22/10	04/05/10
03/21/10 thru 04/03/10	11:00 a.m. Monday, 04/05/10	04/20/10
04/04/10 thru 04/17/10	11:00 a.m. Monday, 04/19/10	05/05/10
04/18/10 thru 05/01/10	11:00 a.m. Monday, 05/03/10	05/20/10
05/02/10 thru 05/15/10	11:00 a.m. Monday, 05/17/10	06/04/10
05/16/10 thru 06/05/10	11:00 a.m. Monday, 06/07/10	06/18/10
06/06/10 thru 06/19/10	11:00 a.m. Monday, 06/21/10	07/05/10
06/20/10 thru 07/03/10	11:00 a.m. Monday, 07/05/10	07/20/10
07/04/10 thru 07/17/10	11:00 a.m. Monday, 07/19/10	08/05/10
07/18/10 thru 07/31/10	11:00 a.m. Monday, 08/02/10	08/20/10
08/01/10 thru 08/21/10	11:00 a.m. Monday, 08/23/10	09/03/10

Timesheets must completely filled out (including full name, ID # and budget code) and turned into the Brenham or Bryan Payroll Offices weekly, and should not be held over and submitted at the end of the pay cycle.

Timesheets received after the designated deadline will be included in the next pay period.