

Memorandum



DATE: August 17, 2009

TO: Casual Support and Service Staff

FROM: Jeanette C. Montgomery
Payroll Assistant
Administrative Services

RE: **SCHEDULE OF 2009-2010 PAY DATES – Casual Employees**

Pay date will be the 6th of each month unless that day falls on a weekend. In that case the previous Friday will be the pay date. The exception is December which is paid on December 31st.

PERIOD COVERED	PAY DATE
September 1-30, 2009	October 6, 2009
October 1-31, 2009	November 6, 2009
November 1-30, 2009	December 4, 2009
December 1-31, 2009	December 31, 2009
January 1-31, 2010	February 5, 2010
February 1-28, 2010	March 5, 2010
March 1-31, 2010	April 6, 2010
April 1-30, 2010	May 6, 2010
May 1-31, 2010	June 4, 2010
June 1-30, 2010	July 6, 2010
July 1 – 31, 2010	August 6, 2010
August 1 -31, 2010	September 6, 2010

If you have any questions or discrepancies regarding your payments, please call Jeanette C. Montgomery at 659-7081.

NOTE: Please remember to keep track of dates, times and facilities at which you work.