

December 2009

Payroll Planner

Pay Periods Dec. 1 -15 and 16 - 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																	
<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p style="text-align: center;">Nov 2009</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div>		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>1</p> <p>New Employee Orientation - 1:00 PM</p>	<p>2</p> <p>Paperwork Due From the Depts</p>	<p>3</p>	<p>4</p> <p>Paysheet Creation</p> <p>Renew Pay Contracts</p>	<p>5</p>							
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<p>6</p> 	<p>7</p> <p>Begin Entering Timesheets</p> <p>Kronos Upload</p>	<p>8</p> <p>Pay Register Ready for Review/ Timesheet Entering Continues</p>	<p>9</p> <p>New Employee Orientation - 9:00AM</p>	<p>10</p> <p>Pay Confirm</p> <p>PM - Depts locked out of P/S Reports</p>	<p>11</p> <p>HE Actuals Available</p> <p>Leave Reports Available</p>	<p>12</p>																																																	
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<p>13</p> 	<p>14</p> <p>Gross / Fringe Available</p>	<p>15</p> <p>Pay Day!</p>	<p>16</p>	<p>17</p> <p>New Employee Orientation - 9:00AM</p> <p>Paperwork Due From the Depts</p>	<p>18</p>	<p>19</p>																																																	
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<p>20</p> 	<p>21</p> <p>Paysheet Creation</p> <p>Renew Pay Contracts</p>	<p>22</p> <p>Begin Entering Timesheets</p> <p>Kronos Upload</p>	<p>23</p> <p>Pay Register Ready for Review/ Timesheet Entering Continues</p>	<p>24</p> <p>Christmas Eve</p>	<p>25</p>  <p>Christmas Day</p>	<p>26</p>																																																	
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