



Date:  
 To : All Westside Staff  
 From: Administration/Fiscal

**PAYROLL PROCESSING DATES FOR CALENDAR YEAR 2010**

WEEK NO	PAY PERIOD BEGINNING	PAY PERIOD ENDING	DUE IN THE FISCAL DEPT	TIME	PAY DATE	Pick Up Pay check
02	SUN 12/27/2009	SAT 01/09/2010	FRI 01/08/2010	12:30 PM*	FRI 01/15/2010	11AM
04	SUN 01/10/2010	SAT 01/23/2010	FRI 01/22/2010	12:30 PM*	FRI 01/29/2010	11AM
06	SUN 01/24/2010	SAT 02/06/2010	FRI 02/05/2010	12:30 PM*	FRI 02/12/2010	11AM
08	SUN 02/07/2010	SAT 02/20/2010	FRI 02/19/2010	12:30 PM*	FRI 02/26/2010	11AM
10	SUN 02/21/2010	SAT 03/06/2010	FRI 03/05/2010	12:30 PM*	FRI 03/12/2010	11AM
12	SUN 03/07/2010	SAT 03/20/2010	FRI 03/19/2010	12:30 PM*	FRI 03/26/2010	11AM
14	SUN 03/21/2010	SAT 04/03/2010	FRI 04/02/2010	12:30 PM*	FRI 04/09/2010	11AM
16	SUN 04/04/2010	SAT 04/17/2010	FRI 04/16/2010	12:30 PM*	FRI 04/23/2010	11AM
18	SUN 04/18/2010	SAT 05/01/2010	FRI 04/30/2010	12:30 PM*	FRI 05/07/2010	11AM
20	SUN 05/02/2010	SAT 05/15/2010	FRI 05/14/2010	12:30 PM*	FRI 05/21/2010	11AM
22	SUN 05/16/2010	SAT 05/29/2010	THU 05/27/2010	12:30 PM*	FRI 06/04/2010	11AM
24	SUN 05/30/2010	SAT 06/12/2010	FRI 06/11/2010	12:30 PM*	FRI 06/18/2010	11AM
26	SUN 06/13/2010	SAT 06/26/2010	FRI 06/25/2010	12:30 PM*	FRI 07/02/2010	11AM
28	SUN 06/27/2010	SAT 07/10/2010	FRI 07/09/2010	12:30 PM*	FRI 07/16/2010	11AM
30	SUN 07/11/2010	SAT 07/24/2010	FRI 07/23/2010	12:30 PM*	FRI 07/30/2010	11AM
32	SUN 07/25/2010	SAT 08/07/2010	FRI 08/06/2010	12:30 PM*	FRI 08/13/2010	11AM
34	SUN 08/08/2010	SAT 08/21/2010	FRI 08/20/2010	12:30 PM*	FRI 08/27/2010	11AM
36	SUN 08/22/2010	SAT 09/04/2010	THU 09/02/2010	12:30 PM*	FRI 09/10/2010	11AM
38	SUN 09/05/2010	SAT 09/18/2010	FRI 09/17/2010	12:30 PM*	FRI 09/24/2010	11AM
40	SUN 09/19/2010	SAT 10/02/2010	FRI 10/01/2010	12:30 PM*	FRI 10/08/2010	11AM
42	SUN 10/03/2010	SAT 10/16/2010	FRI 10/15/2010	12:30 PM*	FRI 10/22/2010	11AM
44	SUN 10/17/2010	SAT 10/30/2010	FRI 10/29/2010	12:30 PM*	FRI 11/05/2010	11AM
46	SUN 10/31/2010	SAT 11/13/2010	FRI 11/12/2010	12:30 PM*	FRI 11/19/2010	11AM
48	SUN 11/14/2010	SAT 11/27/2010	WED 11/24/2010	12:30 PM*	FRI 12/03/2010	11AM
50	SUN 11/28/2010	SAT 12/11/2010	FRI 12/10/2010	12:30 PM*	FRI 12/17/2010	11AM
52	SUN 12/12/2010	SAT 12/25/2010	TUE 12/21/2010	12:30 PM*	THU 12/30/2010	11AM

- \*1) All time sheets should be turned in on or before 12:30 PM Tuesday, Wednesday, Thursday or Friday (as per above schedule).
- \*2) Staff who works during the weekend should submit time sheets on or before 10:00 AM Monday.
- \*3) Time sheets should be completed and authorized by the supervisor before submitting to Fiscal Dpt for audit requirement

cc: Robert Rybicki, Chief Executive Officer  
 J.Mark Jenkins, Director of Finance  
 Te'yon Price, HR Manager