

**PALATINE PARK DISTRICT**

**EMPLOYEE TIME SHEET**  
**SCHEDULE**

**January - December 2010**

Timesheets must be given to your supervisor by Wednesday, unless otherwise directed by your supervisor. Your employee number must be on your timesheet. Paychecks may be picked-up at Community Center, 250 E Wood Street on Friday or Saturday, unless otherwise stated on this schedule, and will be released only to the payee. Paychecks not picked-up by Monday at noon will be mailed.

<b><u>PAY PERIOD</u></b>	<b><u>TIMESHEETS DUE</u></b>	<b><u>CHECK PICK-UP</u></b>
Dec 28 - Jan 10	Jan 6	Jan 15
Jan 11 - Jan 24	Jan 20	Jan 29
Jan 25 - Feb 7	Feb 3	Feb 12
Feb 8 - Feb 21	Feb 17	Feb 26
Feb 22 - Mar 7	Mar 3	Mar 12
Mar 8 - Mar 21	Mar 17	Mar 26
Mar 22 - Apr 4	Mar 31	Apr 9
Apr 5 - Apr 18	Apr 14	Apr 23
Apr 19 - May 2	Apr 28	May 7
May 3 - May 16	May 12	May 21
May 17 - May 30	May 26	Jun 4
May 31 - Jun 13	Jun 9	Jun 18
Jun 14 - Jun 27	Jun 23	Jul 2
Jun 28 - Jul 11	Jul 7	Jul 16
Jul 12 - Jul 25	Jul 21	Jul 30
Jul 26 - Aug 8	Aug 4	Aug 13
Aug 9 - Aug 22	Aug 18	Aug 27
Aug 23 - Sept 5	Sept 1	Sept 10
Sept 6 - Sept 19	Sept 15	Sept 24
Sept 20 - Oct 3	Sept 29	Oct 8
Oct 4 - Oct 17	Oct 13	Oct 22
Oct 18 - Oct 31	Oct 27	Nov 5
Nov 1 - Nov 14	Nov 10	Nov 19
Nov 15 - Nov 28	Nov 24	Dec 3
Nov 29 - Dec 12	Dec 8	Dec 17
Dec 13 - Dec 26	Dec 22	Dec 31