

PALATINE PARK DISTRICT

EMPLOYEE TIME SHEET
SCHEDULE

January - December 2009

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.

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