

Oklahoma City Community College

Fiscal Year 2009-2010 Monthly Payroll Schedule
(All Full Time Faculty, 12 Month Full Time Staff, Adjunct, Special Contract)

**New employees must report to Human Resources on or before the first day of employment.
 Completed & Signed PAF's are due in Human Resources before the employee begins work**

| Pay Period | PAF's/Contracts Due to HR for Inclusion in Payroll | Pay Period End Date | Time Sheet Due Date | Pay Date |
|------------|--|---------------------|---------------------|------------|
| July | 07/08/2009 | 07/31/2009 | 07/31/2009 | 07/31/2009 |
| August | 08/07/2009 | 08/31/2009 | 08/31/2009 | 08/31/2009 |
| September | 09/08/2009 | 09/30/2009 | 09/30/2009 | 09/30/2009 |
| October | 10/07/2009 | 10/30/2009 | 10/30/2009 | 10/30/2009 |
| November | 11/06/2009 | 11/30/2009 | 11/30/2009 | 11/30/2009 |
| December* | 12/04/2009 | 12/31/2009 | 12/23/2009 | 12/23/2009 |
| January | 01/08/2010 | 01/31/2010 | 01/29/2010 | 01/29/2010 |
| February | 02/05/2010 | 02/28/2010 | 02/26/2010 | 02/26/2010 |
| March | 03/05/2010 | 03/31/2010 | 03/31/2010 | 03/31/2010 |
| April | 04/07/2010 | 04/30/2010 | 04/30/2010 | 04/30/2010 |
| May | 05/07/2010 | 05/31/2010 | 05/28/2010 | 05/28/2010 |
| June | 06/07/2010 | 06/30/2010 | 06/30/2010 | 06/30/2010 |

**New employees must report to Human Resources on or before the first day of employment.
 Completed & Signed PAF's are due in Human Resources before the employee begins work**

*Early deadline for December (All other due dates are the 5th business day of the month excluding holidays)

**Any "Leave Without Pay" hours need to be recorded on a leave form and submitted to the Human Resources Department by the date PAF's are due. Adjustments can then be made to that month's check.