

McHenry County College
FY 2010 Payroll Deadline Schedule

Payroll timecards, Notification of Assignments, Letters of intent, etc. and any other information for payroll deductions are due in the payroll office on the dates listed for the corresponding pay dates. The hours worked are for the employees paid from a time card. All other employees are paid to date.

<u>PAY DATE</u>	<u>DUE DATE</u>	<u>HOURS WORKED</u>	
07/09/09	06/29/09	06/12/09	06/25/09
07/23/09	07/13/09	06/26/09	07/09/09
08/06/09	07/27/09	07/10/09	07/23/09
08/20/09	08/10/09	07/24/09	08/06/09
09/03/09	08/24/09	08/07/09	08/20/09
09/17/09	09/07/09	08/21/09	09/03/09
10/01/09	09/21/09	09/04/09	09/17/09
10/15/09	10/05/09	09/18/09	10/01/09
10/29/09	10/19/09	10/02/09	10/15/09
11/12/09	11/02/09	10/16/09	10/29/09
11/26/09	11/16/09	10/30/09	11/12/09
12/10/09	11/30/09	11/13/09	11/26/09
12/24/09	12/14/09	11/27/09	12/10/09
01/07/10	12/28/09	12/11/09	12/24/09
01/21/10	01/11/10	12/25/09	01/07/10
02/04/10	01/25/10	01/08/10	01/21/10
02/18/10	02/08/10	01/22/10	02/04/10
03/04/10	02/22/10	02/05/10	02/18/10
03/18/10	03/08/10	02/19/10	03/04/10
04/01/10	03/22/10	03/05/10	03/18/10
04/15/10	04/05/10	03/19/10	04/01/10
04/29/10	04/19/10	04/02/10	04/15/10
05/13/10	05/03/10	04/16/10	04/29/10
05/27/10	05/17/10	04/30/10	05/13/10
06/10/10	05/31/10	05/14/10	05/27/10
06/24/10	06/14/10	05/28/10	06/10/10

Timecard Completion Procedure

1. Print name on yellow copy of timecard (label goes on white copy)
2. Print and/or sign legibly
3. Include hourly rate
4. Include total hours worked
5. Include total pay
6. Put time worked into 15 minute increments
7. Document lunch hours by using the "to" and "from" columns on the card as needed
8. General Ledger Account number – This should be pre-printed on the label; if not, please write on label
9. Use the "notes" section to relay important information such as, vacation day, sick day, etc.
10. Only turn white and yellow sheets into payroll