DIVISION OF PERSONNEL & LABOR RELATIONS
RESOURCES HR SERVICE CENTER
2009 TIMEKEEPER / PAYROLL SCHEDULE

Pay Period	Pay Period End Date	Timesheets Due COB*, DOP Entered & Certified	Timesheets Due COB*, Field Staff Entered, DOP Certified	ADF&G - Field Certification by COB*	ADF&G - Timesheets Due COB* Field Certified	Personnel Actions and Leave Cashins Due 10:00 a.m.**	Warrants Mailed	Direct Deposit	Pay Day
01	31-Dec-08	2-Jan-09	5-Jan-09	6-Jan-09	15-Jan-09	5-Jan-09	12-Jan-09	13-Jan-09	15-Jan-09
02	15-Jan-09	16-Jan-09	20-Jan-09	21-Jan-09	30-Jan-09	20-Jan-09	27-Jan-09	28-Jan-09	30-Jan-09
03	31-Jan-09	2-Feb-09	3-Feb-09	4-Feb-09	13-Feb-09	3-Feb-09	10-Feb-09	11-Feb-09	13-Feb-09
04	15-Feb-09	17-Feb-09	18-Feb-09	19-Feb-09	27-Feb-09	18-Feb-09	24-Feb-09	26-Feb-09	27-Feb-09
05	28-Feb-09	2-Mar-09	3-Mar-09	4-Mar-09	13-Mar-09	3-Mar-09	10-Mar-09	11-Mar-09	13-Mar-09
06	15-Mar-09	16-Mar-09	17-Mar-09	19-Mar-09	31-Mar-09	17-Mar-09	25-Mar-09	26-Mar-09	31-Mar-09
07	31-Mar-09	1-Apr-09	2-Apr-09	6-Apr-09	15-Apr-09	2-Apr-09	10-Apr-09	13-Apr-09	15-Apr-09
08	15-Apr-09	16-Apr-09	17-Apr-09	21-Apr-09	30-Apr-09	17-Apr-09	27-Apr-09	28-Apr-09	30-Apr-09
09	30-Apr-09	1-May-09	4-May-09	6-May-09	15-May-09	4-May-09	11-May-09	13-May-09	15-May-09
10	15-May-09	18-May-09	18-May-09	20-May-09	29-May-09	18-May-09	26-May-09	28-May-09	29-May-09
11	31-May-09	1-Jun-09	2-Jun-09	4-Jun-09	15-Jun-09	2-Jun-09	10-Jun-09	11-Jun-09	15-Jun-09
12	15-Jun-09	16-Jun-09	17-Jun-09	18-Jun-09	30-Jun-09	17-Jun-09	24-Jun-09	25-Jun-09	30-Jun-09
13	30-Jun-09	1-Jul-09	2-Jul-09	7-Jul-09	15-Jul-09	2-Jul-09	10-Jul-09	14-Jul-09	15-Jul-09
14	15-Jul-09	16-Jul-09	17-Jul-09	20-Jul-09	31-Jul-09	17-Jul-09	24-Jul-09	27-Jul-09	31-Jul-09
15	31-Jul-09	3-Aug-09	4-Aug-09	5-Aug-09	14-Aug-09	4-Aug-09	11-Aug-09	12-Aug-09	14-Aug-09
16	15-Aug-09	17-Aug-09	18-Aug-09	20-Aug-09	31-Aug-09	18-Aug-09	26-Aug-09	27-Aug-09	31-Aug-09
17	31-Aug-09	1-Sep-09	2-Sep-09	3-Sep-09	15-Sep-09	2-Sep-09	10-Sep-09	11-Sep-09	15-Sep-09
18	15-Sep-09	16-Sep-09	17-Sep-09	18-Sep-09	30-Sep-09	17-Sep-09	24-Sep-09	25-Sep-09	30-Sep-09
19	30-Sep-09	1-Oct-09	2-Oct-09	5-Oct-09	15-Oct-09	2-Oct-09	9-Oct-09	13-Oct-09	15-Oct-09
20	15-Oct-09	16-Oct-09	20-Oct-09	22-Oct-09	30-Oct-09	20-Oct-09	27-Oct-09	29-Oct-09	30-Oct-09
21	31-Oct-09	2-Nov-09	3-Nov-09	5-Nov-09	13-Nov-09	3-Nov-09	10-Nov-09	13-Nov-09	13-Nov-09
22	15-Nov-09	16-Nov-09	17-Nov-09	19-Nov-09	30-Nov-09	17-Nov-09	25-Nov-09	27-Nov-09	30-Nov-09
23	30-Nov-09	1-Dec-09	2-Dec-09	4-Dec-09	15-Dec-09	2-Dec-09	10-Dec-09	11-Dec-09	15-Dec-09
24	15-Dec-09	16-Dec-09	17-Dec-09	21-Dec-09	31-Dec-09	17-Dec-09	28-Dec-09	29-Dec-09	31-Dec-09

As a reminder, if an employee's timesheet is not received, a payroll warrant will not be issued.

* **Timesheets are due by close of business (COB) on dates listed above.**

** **Requests for personnel actions need to be submitted <u>within three days of the effective date of the action</u>. If a request for personnel action or a leave cash-in is received after 10:00 a.m. on the due date noted above, we cannot guarantee it will be processed. Cash-ins are paid at the rate of pay in effect the pay period with which they are being processed.**