



Finance Department

**Date: July 1, 2010
To: Department Heads
From: Debbie Cerrato
CC: Janell Wray
RE: Time Sheets**

Payroll for the following groups are processed on a bi-weekly schedule. The groups are Executive Group, Ambulance, Fire Department Union, Highway Department Union, Library Union and Town Hall Union. Time sheets should be submitted by Monday (or Tuesday if Monday is a holiday) at 10:00 a.m., according to the attached schedule.

If there are any problems please call 668-3851.

Payroll Schedule Fiscal Year 2010/2011

<u>Time Sheets Due:</u>	<u>Week Ending Periods</u>		<u>Checks Issued:</u>
07/12/2010	07/04/2010	07/11/2010	07/15/2010
07/26/2010	07/18/2010	07/25/2010	07/29/2010
08/09/2010	08/01/2010	08/08/2010	08/12/2010
08/23/2010	08/15/2010	08/22/2010	08/26/2010
09/07/2010 *	08/29/2010	09/05/2010	09/09/2010
09/20/2010	09/12/2010	09/19/2010	09/23/2010
10/04/2010	09/26/2010	10/03/2010	10/07/2010
10/18/2010	10/10/2010	10/17/2010	10/21/2010
11/01/2010	10/24/2010	10/31/2010	11/04/2010
11/15/2010	11/07/2010	11/14/2010	11/18/2010
11/29/2010	11/21/2010	11/28/2010	12/02/2010
12/13/2010	12/05/2010	12/12/2010	12/16/2010
12/27/2010	12/19/2010	12/26/2010	12/30/2010
01/10/2011	01/02/2011	01/09/2011	01/13/2011
01/24/2011	01/16/2011	01/23/2011	01/27/2011
02/07/2011	01/30/2011	02/06/2011	02/10/2011
02/22/2011 *	02/13/2011	02/20/2011	02/24/2011
03/07/2011	02/27/2011	03/06/2011	03/10/2011
03/21/2011	03/13/2011	03/20/2011	03/24/2011
04/04/2011	03/27/2011	04/03/2011	04/07/2011
04/18/2011	04/10/2011	04/17/2011	04/21/2011
05/02/2011	04/24/2011	05/01/2011	05/05/2011
05/16/2011	05/08/2011	05/15/2011	05/19/2011
05/31/2011 *	05/22/2011	05/29/2011	06/02/2011
06/13/2011	06/05/2011	06/12/2011	06/16/2011
06/27/2011	06/19/2011	06/26/2011	06/30/2011
07/11/2011	07/03/2011	07/10/2011**	07/14/2011

* Holiday observed on Monday may delay paycheck issuance until Friday

** Week ending 7/10/2011 will be FY 2011/12 budget