



**Finance Department**

**Date: July 22, 2011  
To: Department Heads  
From: Debbie Cerrato  
RE: Time Sheets**

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**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 2011/2012**

<u>Time Sheets Due:</u>	<u>Week Ending Periods</u>		<u>Checks Issued:</u>
07/11/2011	07/03/2011*	07/10/2011	07/14/2011
07/25/2011	07/17/2011	07/24/2011	07/28/2011
08/08/2011	07/31/2011	08/07/2011	08/11/2011
08/22/2011	08/14/2011	08/21/2011	08/25/2011
09/06/2011 ***	08/28/2011	09/04/2011	09/08/2011
09/19/2011	09/11/2011	09/18/2011	09/22/2011
10/02/2011	09/25/2011	10/02/2011	10/06/2011
10/17/2011	10/09/2011	10/16/2011	10/20/2011
10/31/2011	10/23/2011	10/30/2011	11/03/2011
11/14/2011	11/06/2011	11/13/2011	11/17/2011
11/28/2011	11/20/2011	11/27/2011	12/01/2011
12/12/2011	12/04/2011	12/11/2011	12/15/2011
12/27/2011 ***	12/18/2011	12/25/2011	12/29/2011
01/09/2012	01/01/2012	01/08/2012	01/12/2012
01/23/2012	01/15/2012	01/22/2012	01/26/2012
02/06/2012	01/29/2012	02/05/2012	02/09/2012
02/21/2012 ***	02/12/2012	02/19/2012	02/23/2012
03/05/2012	02/26/2012	03/04/2012	03/08/2012
03/19/2012	03/11/2012	03/18/2012	03/22/2012
04/02/2012	03/25/2012	04/01/2012	04/05/2012
04/16/2012	04/08/2012	04/15/2012	04/19/2012
04/30/2012	04/22/2012	04/29/2012	05/03/2012
05/14/2012	05/06/2012	05/13/2012	05/17/2012
05/29/2012	05/20/2012	05/27/2012	05/31/2012
06/11/2012	06/03/2012	06/10/2012	06/14/2012
06/25/2012	06/17/2012	06/24/2012	06/28/2012
07/09/2012	07/01/2012	07/08/2012**	07/12/2012

\* Week ending 7/03/2011 will be FY 2010/11 budget

\*\* Week ending 7/08/2012 will be FY 2012/13 budget

\*\*\*Holiday observed on Monday may delay paycheck issuance until Friday