



Semi-Monthly timecard employee's work/check dates schedule for the 2008-2009 school year

		Deadline for receipt of timecards	Check Date
Work Dates			
06/16/08 to 06/30/08		7/01/08**	7/16/08
07/01/08 to 07/15/08		7/17/08	8/01/08
07/16/08 to 07/31/08		8/01/08**	8/15/08
08/01/08 to 08/15/08		8/19/08	8/29/08
08/16/08 to 08/31/08		9/02/08**	9/16/08
09/01/08 to 09/15/08		9/17/08	10/01/08
09/16/08 to 09/30/08		10/02/08	10/16/08
10/01/08 to 10/15/08		10/17/08	10/31/08
10/16/08 to 10/31/08		11/03/08**	11/14/08
11/01/08 to 11/15/08		11/18/08	12/01/08
11/16/08 to 11/30/08		12/02/08	12/16/08
12/01/08 to 12/15/08		12/16/08**	12/31/08
12/16/08 to 12/31/08		1/02/09**	1/16/09
01/01/09 to 01/15/09		1/16/09**	1/30/09
01/16/09 to 01/31/09		2/03/09	2/13/09
02/01/09 to 02/15/09		2/17/09	2/27/09
02/16/09 to 02/28/09		3/03/09	3/16/09
03/01/09 to 03/15/09		3/17/09	4/01/09
03/16/09 to 03/31/09		4/02/09	4/16/09
04/01/09 to 04/15/09		4/17/09	5/01/09
04/16/09 to 04/30/09		5/04/09	5/15/09
05/01/09 to 05/15/09		5/18/09**	6/01/09
05/16/09 to 05/31/09		6/02/09	6/16/09
06/01/09 to 06/15/09		6/16/09**	6/30/09
06/16/09 to 06/30/09		7/01/09**	7/16/09

Timecards must be **received in payroll by 4:00 p.m.** on the second business day following the 15th and last day of each month.

**** EARLY DEADLINE FOR RECEIPT OF TIMECARDS**

Please FAX your timecards to 484-237-5158.

Or you may call Betsy Radtke at 484-237-5117 or Sharon Krawczun at 484-237-5084 to report your hours.

Substitutes may call Phyllis Lynch at 484-237-5087.

Please send your timecard to your **supervisor** for his/her signature after faxing or calling in your hours to the payroll office.

All absences must be reported to SUBFINDER

Toll Free: 1-866-223-1681, Website: <http://cciu.subfinderonline.com>