



Semi-Monthly timecard employee's work/check dates schedule for the 2009-2010 school year

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

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**

To ensure your time is reported by the deadline you can:

FAX your unsigned 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 Joanne Redden 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 AESOP

Toll Free: 1-800-942-3767, Website: <http://www.aesoponline.com>