

2009 Summer School Run Schedule and Cutoff Dates

PAY PERIOD	EPA WEB ACTIONS Due in Payroll	LAST NIGHT EPA WEB ROLLOVER	PAYROLL RUN DATE	PAY DAY
SS01 - Summer School Session 01	5/20/2009	5/22/2009	5/26/2009	5/28/2009
SS02 - Summer School Session 02	6/10/2009	6/10/2009	6/12/2009	6/16/2009
SS03 - Summer School Session 03	6/25/2009	6/26/2009	6/30/2009	7/2/2009
SS04 - Summer School Session 04	7/17/2009	7/20/2009	7/22/2009	7/24/2009

First Session Dates: May 12th - June 16th

Second Session Dates: June 18th - July 24th

SS01 = Payroll should get prelims on 5/21/09, 5/22/09 and 5/26/09 - Summer School needs first copy of check register on 5/21/09

SS02 = Payroll should get prelims on 6/09/09, 6/11/09 and 6/12/09 - Summer School needs first copy of check register on 6/9/09

SS03 = Payroll should get prelims on 6/25/09, 6/30/09 and 7/01/09 - Summer School needs first copy of check register on 6/25/09

SS04 = Payroll should get prelims on 7/16/09, 7/21/09 and 7/22/09 - Summer School needs first copy of check register on 7/16/09