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2003 PAYROLL SCHEDULE



PAYROLL		ETR	PAY PERIOD	TIME SHEET	PAYDAY
WK #		SUBMISSION Due by Noon Tuesday	COVERED	Due Friday	Pick Up After 8:00AM
WEEK	2	01/02/03*	12/20/02-01/02/03	01/03/03	01/10/03
WEEK	4	01/13/03*	01/03/03-01/16/03	01/16/03*	01/24/03
WEEK	6	01/28/03	01/17/03-01/30/03	01/31/03	02/07/03
WEEK	8	02/11/03	01/31/03-02/13/03	02/14/03	02/21/03
WEEK	10	02/25/03	02/14/03-02/27/03	02/28/03	03/07/03
WEEK	12	03/11/03	02/28/03-03/13/03	03/14/03	03/21/03
WEEK	14	03/24/03*	03/14/03-03/27/03	03/27/03*	04/04/03
WEEK	16	04/08/03	03/28/03-04/10/03	04/11/03	04/18/03
WEEK	18	04/22/03	04/11/03-04/24/03	04/25/03	05/02/03
WEEK	20	05/06/03	04/25/03-05/08/03	05/09/03	05/16/03
WEEK	22	05/19/03*	05/09/03-05/22/03	05/22/03*	05/30/03
WEEK	24	06/03/03	05/23/03-06/05/03	06/06/03	06/13/03
WEEK	26	06/17/03	06/06/03-06/19/03	06/20/03	06/27/03
WEEK	28	06/30/03*	06/20/03-07/03/03	07/03/03*	07/11/03
WEEK	30	07/15/03	07/04/03-07/17/03	07/18/03	07/25/03
WEEK	32	07/29/03	07/18/03-07/31/03	08/01/03	08/08/03
WEEK	34	08/12/03	08/01/03-08/14/03	08/15/03	08/22/03
WEEK	36	08/25/03*	08/15/03-08/28/03	08/28/03*	09/05/03
WEEK	38	09/09/03	08/29/03-09/11/03	09/12/03	09/19/03
WEEK	40	09/23/03	09/12/03-09/25/03	09/26/03	10/03/03
WEEK	42	10/07/03	09/26/03-10/09/03	10/10/03	10/17/03
WEEK	44	10/21/03	10/10/03-10/23/03	10/24/03	10/31/03
WEEK	46	11/04/03	10/24/03-11/06/03	11/07/03	11/14/03
WEEK	48	11/14/03*	11/07/03-11/20/03	11/19/03*	11/28/03**
WEEK	50	12/02/03	11/21/03-12/04/03	12/5/03	12/12/03
WEEK	51	12/09/03*	12/05/03-12/18/03	12/12/03*	12/26/03***

*ETRs, time sheets due dates and paydays adjusted for the holidays

** All payroll checks will be distributed on 11/26/03 for week 48, however, funds will not be available until payday 11/28/03.

*** All payroll checks will be distributed on 12/19/03 for week 51, however, funds will not be available until payday 12/26/03.

LATE TIME SHEETS CANNOT BE ACCOMMODATED BY OUR OUTSIDE PAYROLL VENDOR.
IF A MANUAL PAYCHECK IS REQUIRED, A CHECK PROCESSING FEE OF \$ 25 WILL BE
CHARGED TO THE RESPECTIVE ACCOUNT.



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