

**YAVAPAI COLLEGE
PART-TIME EMPLOYEES
TIME SHEET SCHEDULE 2009-2010
Change in Regular Schedule**

DATES INCLUDED:	DUE DATE:	PAY DATE:
June 13 – June 30	* * * Thursday, June 25 ***	July 3, 2009
July 1 - July 10	Thursday, July 9	July 17
July 11 - July 24	Thursday, July 23	July 31
July 25 – Aug 7	Thursday, Aug 6	Aug 14
Aug 8 – Aug 21	Friday, Aug 21	Aug 28
Aug 22 – Sept 4	Friday, Sept 4	Sept 11
Sept 5 – Sept 18	Friday, Sept 18	Sept 25
Sept 19 – Oct 2	Friday, Oct 2	Oct 09
Oct 3 - Oct 16	Friday, Oct 16	Oct 23
Oct 17 – Oct 30	Friday, Oct 30	Nov 06
Oct 31 - Nov 13	Friday, Nov 13	Nov 20
Nov 14 – Nov 27	Tuesday, Nov 24 ***Thanksgiving Break	Dec 4
Nov 28 - Dec 11	Friday, Dec 11	Dec 18
Dec 12 - Dec 25	Friday, Dec 18***Winter Break	Dec. 31
Dec 26 – Jan 8	Friday, Jan 8, 2010	Jan 15
Jan 9 - Jan 22	Friday, Jan 22	Jan 29
Jan 23 – Feb 5	Friday, Feb 5	Feb 12
Feb 6 - Feb 19	Friday, Feb 19	Feb 26
Feb 20 - Mar 5	Friday, Mar 5	Mar 12
Mar 6 – Mar 19	Friday, Mar 12 ***Spring Break	Mar 26
Mar 20 - Apr 2	Friday, Apr 2	Apr 09
Apr 3 - Apr 16	Friday, Apr 16	Apr 23
Apr 17 – Apr 30	Friday, Apr 30	May 07
May 1 – May 14	Friday, May 14	May 21
May 15 – May 28	Thursday, May 28	June 04
May 29 – June 11	Thursday, June 11	June 18
June 12- June 30	Thursday, June 25	July 2, 2010

***** Time Sheets Are Due In the Payroll Office on the Due Date before 12:00 Noon ***
Time Sheets Received After Due Date Will Be Paid On the Next Scheduled Pay Date**

**Thank You
Leanne ext. 2136 or Julie ext. 2203**