

# January 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 NEW YEAR'S DAY! HOLIDAY	2
3	4 All docs due for 1/11 starts.	5	6	7 5:00pm- Deadline to submit MSS transactions for pay period end 1/10.  Processing Begins	8 No MSS transactions	9 No MSS transactions
10 Pay Period Ends: 12/28-01/10  No MSS transactions	11 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 1/18 starts. DM locked out	12 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	13 Resume normal payroll processing	14	15  <b>PAYDAY</b> <b>(12/28 - 01/10)</b>	16
17	18 MARTIN LUTHER KING DAY! HOLIDAY  All docs due for 1/25 starts.	19	20	21 5:00pm- Deadline to submit MSS transactions for pay period end 1/24.  Processing Begins	22 No MSS transactions	23 No MSS transactions
24 Pay Period Ends: 01/11-01/24  No MSS transactions	25 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 2/1 starts. DM locked out	26 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	27 Resume normal payroll processing	28	29  <b>PAYDAY</b> <b>(01/11 - 01/24)</b>	30
31						

# February 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 All docs due for 2/8 starts.	2	3	4 5:00pm- Deadline to submit MSS transactions for pay period end 2/7.  Processing Begins	5 No MSS transactions	6 No MSS transactions
7 Pay Period Ends: 01/25-02/07  No MSS transactions	8 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 2/15 starts. DM locked out	9 <b>Payroll confirmed</b>  No MSS transactions  DM locked out	10 Resume normal payroll processing	11	12  <b>PAYDAY</b> <b>(01/25 - 02/07)</b>	13
14	15 All docs due for 2/22 starts.	16	17	18 5:00pm- Deadline to submit MSS transactions for pay period end 2/21.  Processing Begins	19 No MSS transactions	20 No MSS transactions
21 Pay Period Ends: 02/08-02/21  No MSS transactions	22 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 3/1 starts. DM locked out	23 <b>Payroll confirmed</b>  No MSS transactions  DM locked out	24 Resume normal payroll processing	25	26  <b>PAYDAY</b> <b>(02/08 - 02/21)</b>	27
28						

# March 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 All docs due for 3/8 starts.	2	3	4 5:00pm- Deadline to submit MSS transactions for pay period end 3/7.  Processing Begins	5 No MSS transactions	6 No MSS transactions
7 Pay Period Ends: 02/22-03/07  No MSS transactions	8 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 3/15 starts. DM locked out	9 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	10 Resume normal payroll processing	11	12 <b>PAYDAY</b> <b>(02/22 - 03/07)</b>	13
14	15 All docs due for 3/22 starts.	16	17	18 5:00pm- Deadline to submit MSS transactions for pay period end 3/21.  Processing Begins	19 No MSS transactions	20 No MSS transactions
21 Pay Period Ends: 03/08-03/21  No MSS transactions	22 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 3/29 starts. DM locked out	23 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	24 Resume normal payroll processing	25	26 <b>PAYDAY</b> <b>(03/08 - 03/21)</b>	27
28	29 All docs due for 4/5 starts.	30	31 End of Quarter			

# April 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 5:00pm- Deadline to submit MSS transactions for pay period end 4/4.  Processing Begins	2 No MSS transactions	3 No MSS transactions
4 Pay Period Ends: 03/22-04/04  No MSS transactions	5 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 4/12 starts. DM locked out	6 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	7 Resume normal payroll processing	8	9 <b>PAYDAY</b> <b>(03/22 - 04/04)</b>	10
11	12 All docs due for 4/19 starts.	13	14	15 5:00pm- Deadline to submit MSS transactions for pay period end 4/18.  Processing Begins	16 No MSS transactions	17 No MSS transactions
18 Pay Period Ends: 04/05-04/18  No MSS transactions	19 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 4/26 starts. DM locked out	20 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	21 Resume normal payroll processing	22	23 <b>PAYDAY</b> <b>(04/05 - 04/18)</b>	24
25	26 All docs due for 5/3 starts.	27	28	29 5:00pm- Deadline to submit MSS transactions for pay period end 5/2.  Processing Begins	30 No MSS transactions	

# May 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 No MSS transactions
2 Pay Period Ends: 04/19-05/02  No MSS transactions	3 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 5/10 starts. DM locked out	4 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	5 Resume normal payroll processing	6	7 <b>PAYDAY</b> <b>(04/19 - 05/02)</b>	8
9	10 All docs due for 5/17 starts.	11	12	13 5:00pm- Deadline to submit MSS transactions for pay period end 5/16.  Processing Begins	14 No MSS transactions	15 No MSS transactions
16 Pay Period Ends: 05/03-05/16  No MSS transactions	17 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 5/24 starts. DM locked out	18 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	19 Resume normal payroll processing	20	21 <b>PAYDAY</b> <b>(05/03 - 05/16)</b>	22
23	24 All docs due for 5/31 starts.	25	26	27 5:00pm- Deadline to submit MSS transactions for pay period end 5/30.  Processing Begins	28 12:00pm Deadline -DTA approval of hrs / pay correction forms. DM locked out	29 No MSS transactions
30 Pay Period Ends: 05/17-05/30  No MSS transactions	31 <b>MEMORIAL DAY!</b> <b>HOLIDAY</b> Pay Period starts. All docs due for 6/7 starts					

# June 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	2 Resume normal payroll processing	3	4 <b>PAYDAY</b> <b>(05/17 - 05/30)</b>	5
6	7 All docs due for 6/14 starts.	8	9	10 5:00pm- Deadline to submit MSS transactions for pay period end 6/13.  Processing Begins	11 No MSS transactions	12 No MSS transactions
13 Pay Period Ends: 05/31-06/13  No MSS transactions	14 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 6/21 starts. DM locked out	15 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	16 Resume normal payroll processing	17	18 <b>PAYDAY</b> <b>(05/31 - 06/13)</b>	19
20	21 All docs due for 6/28 starts.	22	23	24 5:00pm- Deadline to submit MSS transactions for pay period end 6/27.  Processing Begins	25 No MSS transactions	26 No MSS transactions
27 Pay Period Ends: 06/14-06/27  No MSS transactions	28 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 7/5 starts. DM locked out	29 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	30 Resume normal payroll processing  End of Quarter			

# July 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 <b>PAYDAY</b> <b>(06/14 - 06/27)</b>	3
4	5 <b>INDEPENDENCE DAY!</b> <b>HOLIDAY</b>  All docs due for 7/12 starts.	6	7	8 5:00pm- Deadline to submit MSS transactions for pay period end 7/11.  Processing Begins	9 No MSS transactions	10 No MSS transactions
11 Pay Period Ends: 06/28-07/11  No MSS transactions	12 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 7/19 starts. DM locked out	13 <b>Payroll confirmed</b>  No MSS transactions  DM locked out	14 Resume normal payroll processing	15	16 <b>PAYDAY</b> <b>(06/28 - 07/11)</b>	17
18	19 All docs due for 7/26 starts.	20	21	22 5:00pm- Deadline to submit MSS transactions for pay period end 7/25.  Processing Begins	23 No MSS transactions	24 No MSS transactions
25 Pay Period Ends: 07/12-07/25  No MSS transactions	26 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 8/2 starts. DM locked out	27 <b>Payroll confirmed</b>  No MSS transactions  DM locked out	28 Resume normal payroll processing	29	30 <b>PAYDAY</b> <b>(07/12 - 07/25)</b>	31

# August 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 All docs due for 8/9 starts.	3	4	5 5:00pm- Deadline to submit MSS transactions for pay period end 8/8.  Processing Begins	6 No MSS transactions	7 No MSS transactions
8 Pay Period Ends: 07/26-08/08  No MSS transactions	9 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 8/16 starts. DM locked out	10 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	11 Resume normal payroll processing	12	13 <b>PAYDAY</b> <b>(07/26 - 08/08)</b>	14
15	16 All docs due for 8/23 starts.	17	18	19 5:00pm- Deadline to submit MSS transactions for pay period end 8/22.  Processing Begins	20 No MSS transactions	21 No MSS transactions
22 Pay Period Ends: 08/09-08/22  No MSS transactions	23 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 8/30 starts. DM locked out	24 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	25 Resume normal payroll processing	26	27 <b>PAYDAY</b> <b>(08/09 - 08/22)</b>	28
29	30 All docs due for 9/6 starts.	31				

# September 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 5:00pm- Deadline to submit MSS transactions for pay period end 9/5.  Processing Begins	3 12:00pm Deadline -DTA approval of hrs / pay correction forms.  DM locked out	4 No MSS transactions
5 Pay Period Ends: 08/23-09/05  No MSS transactions	6 <b>LABOR DAY! HOLIDAY</b> Pay Period starts. All docs due for 9/13 starts.	7 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	8 Resume normal payroll processing	9	10 <b>PAYDAY</b> <b>(08/23 - 09/05)</b>	11
12	13 All docs due for 9/20 starts.	14	15	16 5:00pm- Deadline to submit MSS transactions for pay period end 9/19.  Processing Begins	17 No MSS transactions	18 No MSS transactions
19 Pay Period Ends: 09/06-09/19  No MSS transactions	20 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 9/27 starts. DM locked out	21 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	22 Resume normal payroll processing	23	24 <b>PAYDAY</b> <b>(09/06 - 09/19)</b>	25
26	27 All docs due for 10/4 starts.	28	29	30 5:00pm- Deadline to submit MSS transactions for pay period end 10/3.  Processing Begins  End of Quarter		

# October 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 No MSS transactions	2 No MSS transactions
3 Pay Period Ends: 09/20-10/03  No MSS transactions	4 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 10/11 starts. DM locked out	5 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	6 Resume normal payroll processing	7	8 <b>PAYDAY</b> <b>(09/20 - 10/03)</b>	9
10	11 All docs due for 10/18 starts.	12	13	14 5:00pm- Deadline to submit MSS transactions for pay period end 10/17.  Processing Begins	15 No MSS transactions	16 No MSS transactions
17 Pay Period Ends: 10/04-10/17  No MSS transactions	18 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 10/25 starts. DM locked out	19 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	20 Resume normal payroll processing	21	22 <b>PAYDAY</b> <b>(10/04 - 10/17)</b>	23
24	25 All docs due for 11/1 starts.	26	27	28 5:00pm- Deadline to submit MSS transactions for pay period end 10/31.  Processing Begins	29 No MSS transactions	30 No MSS transactions
31 Pay Period Ends: 10/18-10/31  No MSS transactions						

# November 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<p>1 Pay Period starts.</p> <p>12:00pm Deadline -DTA approval of hrs / pay correction forms.</p> <p>All docs due for 11/8 starts. DM locked out</p>	<p>2 Payroll <b>confirmed</b></p> <p>No MSS transactions</p> <p>DM locked out</p>	<p>3 Resume normal payroll processing</p>	4	<p>5 <b>PAYDAY</b> <b>(10/18 - 10/31)</b></p>	6
7	<p>8 All docs due for 11/15 starts.</p>	9	<p>10 5:00pm- Deadline to submit MSS transactions for pay period end 11/14.</p> <p>Processing Begins</p>	<p>11 Veteran's Day! Holiday</p> <p>No MSS transactions</p>	<p>12 No MSS transactions</p>	<p>13 No MSS transactions</p>
<p>14 Pay Period Ends: 11/01-11/14</p> <p>No MSS transactions</p>	<p>15 Pay Period starts.</p> <p>12:00pm Deadline -DTA approval of hrs / pay correction forms.</p> <p>All docs due for 11/22 starts. DM locked out</p>	<p>16 Payroll <b>confirmed</b></p> <p>No MSS transactions</p> <p>DM locked out</p>	<p>17 Resume normal payroll processing</p>	18	<p>19 <b>PAYDAY</b> <b>(11/01 - 11/14)</b></p>	20
21	<p>22 All docs due for 11/29 starts.</p>	<p>23 5:00pm- Deadline to submit MSS transactions for pay period end 11/28.</p> <p>Processing Begins</p>	<p>24 No MSS transactions</p>	<p>25 THANKSGIVING DAY! HOLIDAY</p> <p>No MSS transactions</p>	<p>26 THANKSGIVING DAY! HOLIDAY</p> <p>No MSS transactions</p>	<p>27 No MSS transactions</p>
<p>28 Pay Period Ends: 11/15-11/28</p> <p>No MSS transactions</p>	<p>29 Pay Period starts.</p> <p>12:00pm Deadline -DTA approval of hrs / pay correction forms.</p> <p>All docs due for 12/6 starts. DM locked out</p>	<p>30 Payroll <b>confirmed</b></p> <p>No MSS transactions</p> <p>DM locked out</p>				

# December 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Resume normal payroll processing	2	3 <b>PAYDAY</b> (11/15 - 11/28)	4
5	6 All docs due for 12/13 starts.	7	8	9 5:00pm- Deadline to submit MSS transactions for pay period end 12/12.  Processing Begins	10 No MSS transactions	11 No MSS transactions
12 Pay Period Ends: 11/29-12/12  No MSS transactions	13 Pay Period starts.  12:00pm Deadline -DTA approval of hrs / pay correction forms.  All docs due for 12/20 starts. DM locked out	14 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	15 Resume normal payroll processing	16	17 <b>PAYDAY</b> (11/29 - 12/12)	18
19	20 Pay Period starts. 5:00pm- Deadline to submit MSS transactions for pay period end 12/26.  Processing Begins  All docs due for 12/27 starts.	21	22 12:00pm Deadline -DTA approval of hrs / pay correction forms.  DM locked out	23 Payroll <b>confirmed</b>  No MSS transactions  DM locked out	24 <b>CHRISTMAS DAY! HOLIDAY</b>  No MSS transactions	25
26 Pay Period Ends: 12/13-12/26	27 <b>CHRISTMAS DAY! HOLIDAY</b>	28 Resume normal payroll processing	29	30 <b>PAYDAY</b> (12/13 - 12/26)  End of Quarter Year End!	31 <b>NEW YEAR'S DAY HOLIDAY</b>	

