



Payroll Schedule 2010

Payroll Guidelines:

- All timesheets must be **APPROVED** by your project manager.
- Timesheets must be emailed to vtimes@vedicsoft.com every Monday for the preceding week.
- If the timesheets for a given pay period are not on file with us, we **CAN NOT** process your **pay** in the corresponding **payroll**.
- All payroll requests (expenses reimbursements, hours, deductions etc.) must be submitted 3 days prior to the payroll run date to be processed within the same payroll.

Payroll#	Payroll Run Date	Pay Date	Pay Period
1	January 12, 2010 (Tuesday)	01/16/10	12/16/09-12/31/09
2	January 26, 2010 (Tuesday)	02/01/10	01/01/10-01/15/10
3	February 11, 2010 (Thursday)	02/16/10	01/16/10-01/31/10
4	February 24, 2010 (Wednesday)	03/01/10	02/01/10-02/15/10
5	March 11, 2010 (Thursday)	03/16/10	02/16/10-02/28/10
6	March 29, 2010 (Monday)	04/01/10	03/01/10-03/15/10
7	April 13, 2010 (Tuesday)	04/16/10	03/16/10-03/31/10
8	April 27, 2010 (Tuesday)	05/01/10	04/01/10-04/15/10
9	May 11, 2010 (Tuesday)	05/16/10	04/16/10-04/30/10
10	May 27, 2010 (Thursday)	06/01/10	05/01/10-05/15/10
11	June 11, 2010 (Friday)	06/16/10	05/16/10-05/30/10
12	June 28, 2010 (Monday)	07/01/10	06/01/10-06/15/10
13	July 13, 2010 (Tuesday)	07/16/10	06/16/10-06/30/10
14	July 28, 2010 (Wednesday)	08/01/10	07/01/10-07/15/10
15	August 11, 2010 (Wednesday)	08/16/10	07/16/10-07/31/10
16	August 27, 2010 (Friday)	09/01/10	08/01/10-08/15/10
17	September 13, 2010 (Monday)	09/16/10	08/16/10-08/31/10
18	September 28, 2010 (Tuesday)	10/01/10	09/01/10-09/15/10
19	October 12, 2010 (Tuesday)	10/16/10	09/16/10-09/30/10
20	October 27, 2010 (Wednesday)	11/01/10	10/01/10-10/15/10
21	November 11, 2010 (Thursday)	11/16/10	10/16/10-10/31/10
22	November 29, 2010 (Monday)	12/01/10	11/01/10-11/15/10
23	December 13, 2010 (Monday)	12/16/10	11/16/10-11/30/10
24	December 28, 2010 (Tuesday)	12/31/10	12/01/10-12/15/10

Payroll Run Date: The date on which we transmit payroll.

Pay Date*: The date on which your pay is deposited into your bank account.

Pay Period: The period of work for which you get paid.

*** If the Pay date falls on a weekend, than the pay date would be the following business (*working*) day.**



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