



Business Office

"Count on Satisfaction"

Alert Notice

Issued: October 1, 2009

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REMINDER-TIMEFORCE TIMECARDS DUE DATE

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The deadline for verification of Semi-monthly and Monthly TimeForce electronic timecards for the pay period ending *September 30, 2009* is:

Friday, October 02, 2009 at 5:00 P.M.

Payday for the **semi-monthly** payroll is **October 15, 2009**.
Payday for the **monthly** payroll is **October 30, 2009**.

If there are any questions, please call the Payroll Office at 872-4606, 872-4613 or 872-4604. For help with TimeForce please call 872-4629.

Thank you for your continued cooperation.