



# Business Office

*"Count on Satisfaction"*

## Alert Notice

Issued: October 16, 2009

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### REMINDER-TIMEFORCE TIMECARDS DUE DATE

The deadline for verification of semi-monthly Time Force electronic timecards for the pay period ending *October 15, 2009* is:

**Monday, October 19, 2009 at 5:00 P.M.**

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

If there are any questions, please call the Payroll Office at 872-4606, 872-4613 or 872-4604.

Thank you for your continued cooperation.

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