



2010 ~ EVEN Cycle Pay Schedule

Paychecks are issued bi-weekly and released on FRIDAYS. PAYCHECKS will be mailed on Fridays. Please make sure that your employees know their pay cycle and that timesheets are postmarked or faxed to this office so that they are received no later than Monday at noon. (We recommend that timesheets be mailed on Friday evenings). Fax is available 24 hours a day, seven days a week. Weekend faxing maybe extremely heavy. *Please DO NOT fax AND mail.*

** Timesheets that are received after Monday deadline will experience a delay in receipt of checks/deposits.**

PAY CYCLE*		ITEMS TO BE RECEIVED BY	
from Saturday	to Friday	**Timesheets due on Monday	Paychecks issued Friday
December 12, 2009	December 25, 2009	December 28, 2009	January 1, 2010
December 26, 2009	January 8, 2010	January 11, 2010	January 15, 2010
January 9, 2010	January 22, 2010	January 25, 2010	January 29, 2010
January 23, 2010	February 5, 2010	February 8, 2010	February 12, 2010
February 6, 2010	February 19, 2010	February 22, 2010	February 26, 2010
February 20, 2010	March 5, 2010	March 8, 2010	March 12, 2010
March 6, 2010	March 19, 2010	March 22, 2010	March 26, 2010
March 20, 2010	April 2, 2010	April 5, 2010	April 9, 2010
April 3, 2010	April 16, 2010	April 19, 2010	April 23, 2010
April 17, 2010	April 30, 2010	May 3, 2010	May 7, 2010
May 1, 2010	May 14, 2010	May 17, 2010	May 21, 2010
May 15, 2010	May 28, 2010	May 31, 2010	June 4, 2010
May 29, 2010	June 11, 2010	June 14, 2010	June 18, 2010
June 12, 2010	June 25, 2010	June 28, 2010	July 2, 2010
June 26, 2010	July 9, 2010	July 12, 2010	July 16, 2010
July 10, 2010	July 23, 2010	July 26, 2010	July 30, 2010
July 24, 2010	August 6, 2010	August 9, 2010	August 13, 2010
August 7, 2010	August 20, 2010	August 23, 2010	August 27, 2010
August 21, 2010	September 3, 2010	September 6, 2010	September 10, 2010
September 4, 2010	September 17, 2010	September 20, 2010	September 24, 2010
September 18, 2010	October 1, 2010	October 4, 2010	October 8, 2010
October 2, 2010	October 15, 2010	October 18, 2010	October 22, 2010
October 16, 2010	October 29, 2010	November 1, 2010	November 5, 2010
October 30, 2010	November 12, 2010	November 15, 2010	November 19, 2010
November 13, 2010	November 26, 2010	November 29, 2010	December 3, 2010
November 27, 2010	December 10, 2010	December 13, 2010	December 17, 2010
December 11, 2010	December 24, 2010	December 27, 2010	December 31, 2010
December 25, 2010	January 7, 2011	January 10, 2011	January 14, 2011

**Please remember that Midnight is the start of a new Date.*

For **PCA/Elder/MFP** Programs send or fax timesheets to:

PO Box 479 East Windsor, CT 06088-0479 **Fax: 860-627-0230**

For **DDS** Programs send or fax timesheets to:

PO Box 509 East Windsor, CT 06088-0509 **Fax: 860-627-0330**

For **APC** Programs send or fax timesheets to:

PO Box 509 East Windsor, CT 06088-0509 **Fax: 888-249-9998**