



2010 ~ ODD 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 19, 2009	January 1, 2010	January 4, 2010	January 8, 2010
January 2, 2010	January 15, 2010	January 18, 2010	January 22, 2010
January 16, 2010	January 29, 2010	February 1, 2010	February 5, 2010
January 30, 2010	February 12, 2010	February 15, 2010	February 19, 2010
February 13, 2010	February 26, 2010	March 1, 2010	March 5, 2010
February 27, 2010	March 12, 2010	March 15, 2010	March 19, 2010
March 13, 2010	March 26, 2010	March 29, 2010	April 2, 2010
March 27, 2010	April 9, 2010	April 12, 2010	April 16, 2010
April 10, 2010	April 23, 2010	April 26, 2010	April 30, 2010
April 24, 2010	May 7, 2010	May 10, 2010	May 14, 2010
May 8, 2010	May 21, 2010	May 24, 2010	May 28, 2010
May 22, 2010	June 4, 2010	June 7, 2010	June 11, 2010
June 5, 2010	June 18, 2010	June 21, 2010	June 25, 2010
June 19, 2010	July 2, 2010	July 5, 2010	July 9, 2010
July 3, 2010	July 16, 2010	July 19, 2010	July 23, 2010
July 17, 2010	July 30, 2010	August 2, 2010	August 6, 2010
July 31, 2010	August 13, 2010	August 16, 2010	August 20, 2010
August 14, 2010	August 27, 2010	August 30, 2010	September 3, 2010
August 28, 2010	September 10, 2010	September 13, 2010	September 17, 2010
September 11, 2010	September 24, 2010	September 27, 2010	October 1, 2010
September 25, 2010	October 8, 2010	October 11, 2010	October 15, 2010
October 9, 2010	October 22, 2010	October 25, 2010	October 29, 2010
October 23, 2010	November 5, 2010	November 8, 2010	November 12, 2010
November 6, 2010	November 19, 2010	November 22, 2010	November 26, 2010
November 20, 2010	December 3, 2010	December 6, 2010	December 10, 2010
December 4, 2010	December 17, 2010	December 20, 2010	December 24, 2010
December 18, 2010	December 31, 2010	January 3, 2011	January 7, 2011
January 1, 2011	January 14, 2011	January 17, 2011	January 21, 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**