

BI-WEEKLY (PT,CS,CC,CP,PS,FM,TM,EC,AH)

MONTH EXPENSED/COMMENTS	DATE DUE PAF to Staff HR by 2:00 p.m.	RUN ID	PAY PERIOD BEGIN	PAY PERIOD END	WTE Employee Deadline by 11:59 p.m.	WTE Approver Deadline by 11:59 p.m.	CHECK DATE
September	08/26/09	BW18	8/16/2009	8/29/2009	8/31/2009	9/1/2009	9/10/2009
	09/09/09	BW19	08/30/09	09/12/09	09/14/09	09/15/09	09/24/09
October	09/23/09	BW20	09/13/09	09/26/09	09/28/09	09/29/09	10/08/09
	10/07/09	BW21	09/27/09	10/10/09	10/12/09	10/13/09	10/22/09
November	10/21/09	BW22	10/11/09	10/24/09	10/26/09	10/27/09	11/05/09
	11/04/09	BW23	10/25/09	11/07/09	11/09/09	11/10/09	11/19/09
December	11/18/09	BW24	11/08/09	11/21/09	11/20/09**	11/20/09**	12/03/09
	12/02/09	BW25	11/22/09	12/05/09	12/07/09	12/08/09	12/17/09
	12/16/09	BW26	12/06/09	12/19/09	12/15/09**	12/15/09**	12/31/09
January	12/22/09	BW1	12/20/09	01/02/10	01/04/10	01/05/10	01/14/10
	01/13/10	BW2	01/03/10	01/16/10	01/18/10	01/19/10	01/28/10
February	01/27/10	BW3	01/17/10	01/30/10	02/01/10	02/02/10	02/11/10
	02/10/10	BW4	01/31/10	02/13/10	02/15/10	02/16/10	02/25/10
March	02/24/10	BW5	02/14/10	02/27/10	03/01/10	03/02/10	03/11/10
	03/10/10	BW6	02/28/10	03/13/10	03/15/10	03/16/10	03/25/10
April	03/24/10	BW7	03/14/10	03/27/10	03/29/10	03/30/10	04/08/10
	04/07/10	BW8	03/28/10	04/10/10	04/12/10	04/13/10	04/22/10
May	04/21/10	BW9	04/11/10	04/24/10	04/26/10	04/27/10	05/06/10
	05/05/10	BW10	04/25/10	05/08/10	05/10/10	05/11/10	05/20/10
June	05/19/10	BW11	05/09/10	05/22/10	05/24/10	05/25/10	06/03/10
	06/02/10	BW12	05/23/10	06/05/10	06/07/10	06/08/10	06/17/10
July	06/16/10	BW13	06/06/10	06/19/10	06/21/10	06/22/10	07/01/10
	06/30/10	BW14	06/20/10	07/03/10	07/05/10	07/06/10	07/15/10
	07/14/10	BW15	07/04/10	07/17/10	07/19/10	07/20/10	07/29/10
August	07/28/10	BW16	07/18/10	07/31/10	08/02/10	08/03/10	08/12/10
	08/11/10	BW17	08/01/10	08/14/10	08/16/10	08/17/10	08/26/10
September	08/25/10	BW18	08/15/10	08/28/10	08/30/10	08/31/10	09/09/10

NOTE: PAFs which are correct, complete (including all appropriate signatures), and received by the appropriate HR office by the "due to" date listed above are guaranteed to be processed to the corresponding check date.

Late PAFs will be processed as time permits.

REV 08/09

****NOTE for WTE: BW 24 all submissions and approvals required by noon Friday 11/20/09**

BW 26 all submissions and approvals required by noon Tuesday 12/15/09