

**BOISE SCHOOL DISTRICT  
PAYROLL DOCUMENT DEADLINE CALENDAR**

**2009-2010**

		<b>ADDITIONAL TIME TIME CARDS OVERTIME FORMS MISC. PAYMENT REQUEST FORMS</b>	<b>TIME RECORDS</b>	<b>EAR FORMS SALARY CHANGES, FUNDING CHANGES</b>
<b>Pay Period</b>	<b>Inclusive Dates</b>	<b>Due in Payroll</b>	<b>Due in Payroll on the 5<sup>th</sup> working day of the following month</b>	<b>Due in Payroll on the 1<sup>st</sup> working day of the effective month</b>
JULY	7/1-7/31	8/3/2009	8/7/2009	7/1/2009
AUGUST	8/1-8/31	9/1/2009	9/8/2009	8/3/2009
SEPTEMBER	9/1-9/30	10/1/2009	10/7/2009	9/1/2009
OCTOBER	10/1-10/31	11/2/2009	11/6/2009	10/1/2009
NOVEMBER	11/1-11/30	12/1/2009	12/7/2009	11/2/2009
DECEMBER	12/1-12/31	1/4/2010	1/8/2010	12/1/2009
JANUARY	1/1-1/31	2/1/2010	2/5/2010	1/4/2010
FEBRUARY	2/1-2/28	3/1/2010	3/5/2010	2/1/2010
MARCH	3/1-3/31	4/1/2010	4/7/2010	3/1/2010
APRIL	4/1-4/30	5/3/2010	5/7/2010	4/1/2010
MAY	5/1-5/31	6/1/2010	6/4/2010	5/3/2010
JUNE	6/1-6/30	7/1/2010	7/7/2010	6/1/2010

**ADDITIONAL TIME IS PAID ON YOUR NORMALLY SCHEDULED PAYDAY—FOLLOWING THE MONTH WORKED.**

**ALL DOCUMENTATION RECEIVED AFTER THE POSTED DEADLINE WILL BE PAID ON THE NEXT AVAILABLE PAYDAY.**