

**CLEVELAND HEIGHTS - UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT FINANCE DEPARTMENT**  
**2010-2011 School Year Payroll Schedules for: 617, 102, Monitors, Tutors**

Pay Period Start	Pay Period End	**Date Time Cards Due <i>in Payroll</i>	Pay Date
06/06/10	06/19/10	<b>06/21/10</b>	07/02/10
06/20/10	07/03/10	<b>07/02/10-Timecards due early due to holiday</b>	07/16/10
07/04/10	07/17/10	<b>07/19/10</b>	07/30/10
07/18/10	07/31/10	<b>08/02/10</b>	08/13/10
08/01/10	08/14/10	<b>08/16/10</b>	08/27/10
08/15/10	08/28/10	<b>08/30/10</b>	09/10/10
08/29/10	09/11/10	<b>09/13/10</b>	09/24/10
09/12/10	09/25/10	<b>09/27/10</b>	10/08/10
09/26/10	10/09/10	<b>10/11/10</b>	10/22/10
10/10/10	10/23/10	<b>10/25/10</b>	11/05/10
10/24/10	11/06/10	<b>11/08/10</b>	11/19/10
11/07/10	11/20/10	<b>11/22/10</b>	12/03/10
11/21/10	12/04/10	<b>12/06/10</b>	12/17/10
12/05/10	12/18/10	<b>12/17/10</b> ALL checks/dir dep stmts mailed to all emps out of building for winter recess	12/31/10
12/19/10	01/1/11	<b>01/03/11</b> (Incl 5 holidays on timecard)	01/14/11
01/02/11	01/15/11	<b>01/14/11-Timecards due early due to holiday</b>	01/28/11
01/16/11	01/29/11	<b>01/31/11</b>	02/11/11
01/30/11	02/12/11	<b>02/14/11</b>	02/25/11
02/13/11	02/26/11	<b>02/28/11</b>	03/11/11
02/27/11	03/12/11	<b>03/14/11</b>	03/25/11
03/13/11	03/26/11	<b>03/25/11</b> – ALL checks/dir dep stmts mailed to all emps out of building for spring recess (Incl comp day on timecard,if worked) Send timecards BEFORE leaving for Spring Break	04/08/11
03/27/11	04/09/11	<b>04/11/11</b>	04/22/11
04/10/11	04/23/11	<b>04/25/11</b>	05/06/11
04/24/11	05/07/11	<b>05/09/11</b>	05/20/11
05/08/11	05/21/11	<b>05/23/11</b>	06/03/11
05/22/11	06/04/11	<b>06/06/11</b>	06/17/11

**SECRETARIES**

*GROUP	FIRST PAY	PAY PERIOD	LAST PAY	PAY PERIOD
195 Days (21 pays)	9/10/10	8/30/10-09/10/10	06/17/11	5/30/11-6/10/11
205 Days (23 pays)	8/27/10	8/23/10-09/03/10	07/01/11	5/30/11-6/10/11
215 Days (23 pays)	8/27/10	8/16/10-8/27/10	07/01/11	6/06/11-6/17/11
225 Days (24 pays)	8/13/10	8/09/10-8/20/10	07/01/11	6/13/11-6/24/11
260 Days (26 pays)	7/02/10 (new contract)	Follow biweekly schedule above for submission of overtime.		

\*NOTE: Use schedule for all other pay dates

**\*\*TIME CARDS ARE DUE IN THE PAYROLL OFFICE BY 4:00 P.M. ON THE DATE LISTED**

**LATE TIME CARDS WILL BE PROCESSED ON THE FOLLOWING PAY DATE - -THERE WILL BE NO EXCEPTIONS!**