

Otis College of Art and Design
Payroll Calendar 2010

**Time Sheets due
date - Period**

| Paycheck# | Period Beginning | Ending | Paydate | Holidays |
|-----------|------------------|------------|------------------------------|-------------------|
| 1 | 12/16/2009 | 12/31/2009 | Friday, January 08, 2010 | 12/22/09-12/31/09 |
| 2 | 1/1/2010 | 1/15/2010 | Monday, January 25, 2010 | 1/1/10-1/4/10 |
| 3 | 1/16/2010 | 1/31/2010 | Wednesday, February 10, 2010 | 1/18/2010 |
| 4 | 2/1/2010 | 2/15/2010 | Thursday, February 25, 2010 | |
| 5 | 2/16/2010 | 2/28/2010 | Wednesday, March 10, 2010 | 2/15/2010 |
| 6 | 3/1/2010 | 3/15/2010 | Thursday, March 25, 2010 | |
| 7 | 3/16/2010 | 3/31/2010 | Friday, April 09, 2010 | |
| 8 | 4/1/2010 | 4/15/2010 | Friday, April 23, 2010 | |
| 9 | 4/16/2010 | 4/30/2010 | Monday, May 10, 2010 | |
| 10 | 5/1/2010 | 5/15/2010 | Tuesday, May 25, 2010 | |
| 11 | 5/16/2010 | 5/31/2010 | Thursday, June 10, 2010 | 5/31/2010 |
| 12 | 6/1/2010 | 6/15/2010 | Friday, June 25, 2010 | |
| 13 | 6/16/2010 | 6/30/2010 | Friday, July 09, 2010 | |
| 14 | 7/1/2010 | 7/15/2010 | Friday, July 23, 2010 | 7/5/2010 |
| 15 | 7/16/2010 | 7/31/2010 | Tuesday, August 10, 2010 | |
| 16 | 8/1/2010 | 8/15/2010 | Wednesday, August 25, 2010 | |
| 17 | 8/16/2010 | 8/31/2010 | Friday, September 10, 2010 | |
| 18 | 9/1/2010 | 9/15/2010 | Friday, September 24, 2010 | 9/6/2010 |
| 19 | 9/16/2010 | 9/30/2010 | Friday, October 08, 2010 | |
| 20 | 10/1/2010 | 10/15/2010 | Monday, October 25, 2010 | |
| 21 | 10/16/2010 | 10/31/2010 | Wednesday, November 10, 2010 | |
| 22 | 11/1/2010 | 11/15/2010 | Thursday, November 25, 2010 | |
| 23 | 11/16/2010 | 11/30/2010 | Friday, December 10, 2010 | 11/25/10-11/26/10 |
| 24 | 12/1/2010 | 12/15/2010 | Monday, December 20, 2010 | |

Note: If a pay date falls on a weekend or a Holiday the pay date will be moved to the Friday prior to the weekend or the last working day followed by the Holiday.