

2009 ADMINISTRATIVE TIME REPORTING SCHEDULE

<u>Month</u>	<u>Time Reports Due from Employee to Supervisor</u>	<u>Time Reports Due from Supervisor to Divisional Timekeeper</u>	<u>Time Reports Due from Divisional Timekeeper to Human Resources</u>
January	January 30, 2009	February 4, 2009	February 6, 2009
February	February 27, 2009	March 4, 2009	March 9, 2009
March	March 31, 2009	April 3, 2009	April 8, 2009
April	April 30, 2009	May 5, 2009	May 8, 2009
May	May 29, 2009	June 3, 2009	June 8, 2009
June	June 30, 2009	July 6, 2009	July 9, 2009
July	July 31, 2009	August 5, 2009	August 11, 2009
August	August 31, 2009	September 4, 2009	September 10, 2009
September	September 30, 2009	October 5, 2009	October 8, 2009
October	October 30, 2009	November 3, 2009	November 6, 2009
November	November 20, 2009	November 24, 2009	December 3, 2009
December	December 31, 2009	January 5, 2010	January 8, 2010