

COMMUNITY CONNECTIONS KETCHIKAN OFFICE

PAYROLL DUE DATES AND PAYDATES - 2010

Following are the due dates for all timesheets/draw requests and the dates that you will be paid. It is your responsibility to make sure that your timesheets are turned in when they are due. If you cannot meet the deadline, you must let your supervisor know ahead of time so other arrangements can be made.

Month	Ketchikan Timesheets due by 9:00 am	Pay Day at 9:00am	Ketchikan Draw Request due by 9:00 am	Draw Payday at 9:00am
January	29-Jan	5-Feb	15-Jan	20-Jan
February	26-Feb	5-Mar	16-Feb	19-Feb
March	31-Mar	5-Apr	16-Mar	19-Mar
April	30-Apr	5-May	16-Apr	20-Apr
May	28-May	4-Jun	17-May	20-May
June	30-Jun	2-Jul	16-Jun	18-Jun
July	30-Jul	5-Aug	16-Jul	20-Jul
August	31-Aug	3-Sep	16-Aug	20-Aug
September	30-Sep	5-Oct	16-Sep	20-Sep
October	29-Oct	5-Nov	15-Oct	20-Oct
November	30-Nov	3-Dec	16-Nov	19-Nov
December	31-Dec	5-Jan	16-Dec	20-Dec

Paychecks, not picked up by 5:00 p.m. on payday, will be mailed unless other arrangements have been made.

Draw Requests

All draw requests are available for pick-up at 9 a.m. Draw checks, not picked up before the end of that day, will be mailed unless other arrangements have been made.

HOLIDAYS FOR 2010

Following is the list of Community Connections 2010 holidays and dates they are observed.

1-Jan	New Year's Day
18-Jan	Martin Luther King Jr.'s B-Day
15-Feb	President's Day
29-Mar	Seward's Day
31-May	Memorial Day
5-Jul	Independence Day-Observed
6-Sep	Labor Day
18-Oct	Alaska Day - Observed
11-Nov	Veteran's Day
25-Nov	Thanksgiving Day
24-Dec	Christmas Day