

The following message is sent on behalf of Payroll & HRIM, Human Resources and Employee Relations:

**** Please distribute this to all staff within your area responsible for processing payroll documents ****

R E M I N D E R

Early biweekly submission deadlines for December 2009 are as follows:

<u>Submission Date</u>	<u>Pay Period End Date</u>	<u>Pay Date</u>
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Biweekly:

Tues Dec 1	Sat Nov 28	Thu Dec 10
Wed Dec 9	Sat Dec 12	Thurs Dec 24
Wed Dec 16	Sat Dec 26	Thu Jan 7/10

Early monthly submission deadlines for December 2009 are as follows:

<u>Submission Date</u>	<u>Pay Period End Date</u>	<u>Pay Date</u>
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Monthly:

Wed Dec 2	Thurs Dec 31	Wed Dec 16
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Please also note that the first biweekly submission for the New Year is Tuesday, January 12, 2010, for pay period ending Jan 9, 2010.

Regards,

Irca Babiak

Manager, Operations

Payroll & Records Dept