

2010 Payroll Run Date Schedule

The diocese contracts with an outside payroll processor, Checkwriters, and this requires that we process payroll 3 business days before the due date of the payroll (the 2nd and 4th Fridays of each month). **There is an exception to this schedule in both November and December 2010 when the payrolls are scheduled for the 1st and 3rd Friday of the month due to the Thanksgiving and Christmas holidays.** This ensures that all direct deposit information can be transmitted to each employee account for timely credit on the scheduled pay date. The payroll information that you submit to the Diocesan payroll office is input here at the diocesan office. That information is then transmitted to the payroll processor for printing of checks and direct deposit vouchers. The run dates are influenced by weekends and holidays. Our schedule of run dates for the Year 2010 is as follows:



2010 Run Dates for Payroll:

	<u>Pay Date</u>	<u>Run Date</u>	<u>Pay Date</u>	<u>Run Date</u>
January	8, Fri.	4, Mon	22, Fri	15, Fri
February	12, Fri	8, Mon	26, Fri	22, Mon
March	12, Fri	8, Mon	26, Fri	22, Mon
April	9, Fri	5, Mon	23, Fri	19, Mon
May	14, Fri	10, Mon	28, Fri	24, Mon
June	11, Fri	7, Mon	25, Fri	21, Mon
July	9, Fri	2, Fri	23, Fri	19, Mon
August	13, Fri	9, Mon	27, Fri	23, Mon
September	10, Fri	6, Mon	24, Fri	20, Mon
October	8, Fri	4, Mon	22, Fri	18, Mon
November*	5, Fri	1, Mon	19, Fri	15, Mon
December*	3, Fri	11/29, Mon	17, Fri	13, Mon

The “**Run Date**” is the date that **payroll information is input and transmitted** to our payroll service to be processed for the actual pay date. Please note that the funds for payroll will be collected from the parish account on the business day following the pay date.

The above-listed schedule of payroll run dates makes it necessary that we be informed in writing of all payroll changes such as those listed below as we have deadlines to meet with our payroll processor to ensure the timely payment of all employees:

New Employees	Medical/Dental Insurance
Terminations	effective date of insurance cvg
Salary Increases	% of premium paid by parish/employee
Hours for Part-time employees	% of pension paid by parish/employee