

# Ventura Missionary Church

**SUBJECT:** PAY PERIODS, TIME CARD DUE DATES AND PAYROLL DATES  
FOR THE YEAR 2010

**DATE:** January 1, 2010

**TO:** Church, Day School and Preschool Staff

**FROM:** Linda Mehle

The Payroll for Ventura Missionary Church Corp. is issued twice a month, on the 15<sup>th</sup> and on the last working day of the month. If the 15<sup>th</sup> should fall on a weekend, payday will be Friday. Nursery Payroll is issued only on the last working day of the month.

Time Cards must have the following information: Employee name, itemized information regarding hours worked, total hours for the pay period and employee signature. The designated supervisor must check the time cards for errors, correct them if necessary and sign on the approval line before turning them in to the accounting department. Please remember: time cards must ACCURATELY reflect the hours worked. Time cards must be turned in by 9:00 A.M. on the due date.

**\*Note quick turn around.**

Pay Period	Time Cards Due A.M.	Payroll Date	Pay Period	Time Cards Due A.M.	Payroll Date
Dec 27- Jan 11	Jan 12	Jan 15	Jun 27-Jul 11	July 12	July 15
Jan 12 - 26	Jan 27	Jan 29	July 12 - 26	July 27	July 30
Jan 27 - Feb 11	Feb 12	Feb 15	Jul 27-Aug 11	Aug 12	Aug 13
<b>* Feb 12 - 26</b>	<b>Feb 26</b>	<b>Feb 26</b>	Aug 12 - 26	Aug 27	Aug 30
Feb 27-Mar 11	March 12	March 15	Aug 27-Sep 11	Sept 13	Sept 15
March 12 - 26	March 29	March 30	Sept 12 - 26	Sept 27	Sept 30
Mar 27-Apr 11	April 12	April 15	Sep 27-Oct 11	Oct 12	Oct 15
April 12 - 26	April 27	April 30	Oct 12 - 26	Oct 27	Oct 29
Apr 27-May 11	May 12	May 14	Oct 27-Nov 11	Nov 12	Nov 15
May 12 - 26	May 27	May 28	Nov 12 - 26	Nov 29	Nov 30
May 27-Jun 11	June 14	June 15	Nov 27-Dec 11	Dec 13	Dec 15
June 12 - 26	June 28	June 30	Dec 12 - 26	Dec 27	Dec 30

