

**DENVER PUBLIC SCHOOLS  
INTER-OFFICE COMMUNICATION**

**TO:** Principals and Department Heads  
Secretaries

**FROM:** Kathleen Masteller, Manager of Payroll and Business Services

**DATE:** July 27, 2009

**SUBJECT:** Payroll Time and Attendance Schedule for Semi-monthly Personnel

Listed below are the payroll schedules for the 2009/2010 school year. **Please ensure all payrolls are entered and approved by the end of the last day of the entry time line.**

**Community Schools and Crossing Guards**

Payday	Pay Period	Entry Timelines
08/14/09	07/15/09 - 07/31/09	08/05/09 - 08/06/09
08/31/09	08/01/09 - 08/14/09	08/17/09 - 08/18/09
09/15/09	08/15/09 - 08/31/09	09/02/09 - 09/03/09
09/30/09	09/01/09 - 09/14/09	09/15/09 - 09/16/09
10/15/09	09/15/09 - 09/30/09	10/05/09 - 10/06/09
10/30/09	10/01/09 - 10/14/09	10/15/09 - 10/16/09
11/13/09	10/15/09 - 10/31/09	11/04/09 - 11/05/09
11/30/09	11/01/09 - 11/14/09	11/16/09 - 11/17/09
12/15/09	11/15/09 - 11/30/09	12/04/09 - 12/07/09
12/31/09	12/01/09 - 12/14/09	12/14/09 - 12/15/09
01/15/10	12/15/09 - 12/31/09	01/05/10 - 01/06/10
01/29/10	01/01/10 - 01/14/10	01/15/10 - 01/19/10
02/12/10	01/15/10 - 01/31/10	02/04/10 - 02/05/10
02/26/10	02/01/10 - 02/14/10	02/12/10 - 02/17/10
03/15/10	02/15/10 - 02/28/10	03/04/10 - 03/05/10
03/31/10	03/01/10 - 03/14/10	03/15/10 - 03/16/10
04/15/10	03/15/10 - 03/31/10	04/05/10 - 04/06/10
04/30/10	04/01/10 - 04/14/10	04/15/10 - 04/16/10
05/14/10	04/15/10 - 04/30/10	05/05/10 - 05/06/10
05/28/10	05/01/10 - 05/14/10	05/17/10 - 05/18/10
06/15/10	05/15/10 - 05/31/10	06/04/10 - 06/07/10
06/30/10	06/01/10 - 06/14/10	06/15/10 - 06/16/10
07/15/10	06/15/10 - 06/30/10	07/06/10 - 07/07/10
07/30/10	07/01/10 - 07/14/10	07/15/10 - 07/16/10
08/13/10	07/15/10 - 07/31/10	08/05/10 - 08/06/10
08/31/10	08/01/10 - 08/14/10	08/16/10 - 08/17/10

Hourly Community Schools and Crossing Guards are paid for the time worked from the 1<sup>st</sup> to the 14<sup>th</sup> of the month on the last working day of the month. Time worked from the 15<sup>th</sup> to the last day of the month is paid on the 15<sup>th</sup> of the following month.