



**SUB-BOARD I, INC.**  
**MONTHLY COMMISSION PAYROLL SCHEDULE**  
**2009 - 2010**



| <u>SERVICE MONTH</u> | <u>TIME REPORT DUE</u> | <u>PAY DAY</u>  |
|----------------------|------------------------|-----------------|
| AUGUST, 2009         | 02-Sep-09              | Fri, 11-Sep     |
| SEPTEMBER, 2009      | 14-Oct-09              | Fri, 23-Oct     |
| OCTOBER, 2009        | 11-Nov-09              | Fri, 20-Nov     |
| NOVEMBER, 2009       | 09-Dec-09              | Fri, 18-Dec     |
| DECEMBER, 2009       | 06-Jan-10              | Fri, 15-Jan     |
| JANUARY, 2009        | 03-Feb-10              | Fri, 12-Feb     |
| FEBRUARY, 2010       | 03-Mar-10              | * Thurs, 11-Mar |
| MARCH, 2010          | 14-Apr-10              | Fri, 23-Apr     |
| APRIL, 2010          | 12-May-10              | * Thurs, 20-May |
| MAY, 2010            | 09-Jun-10              | * Thurs, 17-Jun |
| JUNE, 2010           | 07-Jul-10              | * Thurs, 15-Jul |
| JULY, 2010           | 04-Aug-10              | * Thurs, 12-Aug |

\* Reduced hours will be in effect from Tuesday December 22, 2009 through Friday January 8, 2010, and from Monday March 8, 2010 through Friday March 12, 2010, and from Friday May 7, 2010 through Friday, August 27, 2010.

**REMINDER!** Federal regulations require that appointment authorizations with I-9 attachments must be submitted to the Sub-Board I Accounting Office for all newly hired employees **within three business days** from their first day of work!