



**SUB-BOARD I, INC.**  
**MONTHLY STIPEND 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	<b>Noon 17-Dec-09</b>	*Thurs, 31-Dec
JANUARY, 2010	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
<b>First Half MAY, 2010 **</b>	26-May-10	***Thurs, 03-Jun
<b>Second Half MAY, 2010 **</b>	09-Jun-10	***Thurs, 17-Jun
JUNE, 2010	07-Jul-10	***Thurs, 15-Jul
JULY, 2010	04-Aug-10	***Thurs, 12-Aug

\* Checks dated Thursday December 31, 2009 will be available for pick-up on Monday January 4, 2010.

\*\* Because of IRS regulations regarding FICA exemption for students, the stipend for May will be divided into **TWO** payments, one for the first half of May, and one for the second half of May. **TWO** time sheets must be submitted for May, one for the period 5/1/-5/15, and the second for the period 5/16-5/31.

\*\*\* 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!