



# FEDERAL MANAGEMENT SYSTEMS, INC.

## 2010 Holiday, Payday & Timesheet Schedule

2010	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	2010
January	★							P							T			★				P							T			January
February								P				T			★								P			T						February
March								P							T								P								T	March
April								P							T								P							T		April
May							P								T							P						T			★	May
June								P							T								P							T		June
2010	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	2010
July					★			P							T								P							T		July
August							P						T										P								T	August
September						★		P							T								P							T		September
October								P				★			T								P						T			October
November								P			★				T								P			★				T		November
December								P							T								P		★						T	December

Legend:

Holiday= ★

Weekend=

Timesheet Submission=

Payday=

**Notes for Timesheet:**

- Pay period ending dates are always the 15<sup>th</sup> and the last day of the month (28<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>).
- Employee number and name must be on your timesheet.
- Total all hours across and down.