

**Colorado College
Payroll Schedule
2008 - 2009 Academic Year**

PAY PERIOD BEGINS	PAY PERIOD ENDS	DUE TO PAYROLL	PAY DATE	Estimated Work days in period
----------------------	-----------------	-------------------	----------	----------------------------------

2008

22-Jun	6-Jul	9-Jul	15-Jul	10
7-Jul	21-Jul	24-Jul	31-Jul	11
22-Jul	6-Aug	11-Aug	15-Aug	12
7-Aug	21-Aug	25-Aug	29-Aug	11
22-Aug	6-Sep	8-Sep	15-Sep	11
7-Sep	21-Sep	24-Sep	30-Sep	10
22-Sep	6-Oct	9-Oct	15-Oct	11
7-Oct	21-Oct	24-Oct	31-Oct	11
22-Oct	6-Nov	10-Nov	14-Nov	12
7-Nov	21-Nov	24-Nov	28-Nov	11
22-Nov	6-Dec	10-Dec	15-Dec	10
7-Dec	21-Dec	15-Dec	18-Dec	10

2009

22-Dec	6-Jan	9-Jan	15-Jan	12
7-Jan	21-Jan	26-Jan	30-Jan	11
22-Jan	6-Feb	9-Feb	13-Feb	12
7-Feb	21-Feb	23-Feb	27-Feb	10
22-Feb	6-Mar	9-Mar	13-Mar	10
7-Mar	21-Mar	25-Mar	31-Mar	10
22-Mar	6-Apr	9-Apr	15-Apr	11
7-Apr	21-Apr	24-Apr	30-Apr	11
22-Apr	6-May	11-May	15-May	11
7-May	21-May	25-May	29-May	11
22-May	6-Jun	9-Jun	15-Jun	11
7-Jun	21-Jun	23-Jun	30-Jun	10

Total work days 260

How to calculate annual hours:

scheduled hours per day (x) total work days per year (=) budgeted hours for position

Example:

7.5 scheduled hours per day x 260 total work days = 1,950 budgeted hours