



HUMAN RESOURCES DEPARTMENT

JOE RAINS, DIRECTOR

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MEMORANDUM

DATE: December 13, 2010
 TO: All Employees (Except Clearview)
 FROM: Joe Rains
 SUBJECT: Schedule for Participation in Direct Deposit

Below is a chart showing effective dates for participation in Direct Deposit for the year 2011. You will find the corresponding dates for both the sending of the pre-note and the first actual direct deposit of your check.

If you sign up by:	Pre-note sent to bank:	Direct Deposit begins:	2011 Payroll Period:
December 10 '10	December 23 '10	January 7	December 18 '10 – December 31 '10
December 23 '10	January 7	January 21	January 1 – January 14
January 7	January 21	February 4	January 15 – January 28
January 21	February 4	February 18	January 29 – February 11
February 4	February 18	March 4	February 12 – February 25
February 18	March 4	March 18	February 26 – March 11
March 4	March 18	April 1	March 12 – March 25
March 18	April 1	April 15	March 26 – April 8
April 1	April 15	April 29	April 9 – April 22
April 15	April 29	May 13	April 23 – May 6
April 29	May 13	May 27	May 7 – May 20
May 13	May 27	June 10	May 21 – June 3
May 27	June 10	June 24	June 4 – June 17
June 10	June 24	July 8	June 18 – July 1
June 24	July 8	July 22	July 2 – July 15
July 8	July 22	August 5	July 16 – July 29
July 22	August 5	August 19	July 30 – August 12
August 5	August 19	September 2	August 13 – August 26
August 19	September 2	September 16	August 27 – September 9
September 2	September 16	September 30	September 10 – September 23
September 16	September 30	October 14	September 24 – October 7
September 30	October 14	October 28	October 8 – October 21
October 14	October 28	November 11	October 22 – November 4
October 28	November 11	November 23	November 5 – November 18
November 11	November 23	December 9	November 19 – December 2
November 23	December 9	December 22	December 3 – December 16