HUMAN RESOURCES DEPARTMENT

JOE RAINS, DIRECTOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-3690 Fax (920) 386-3545

MEMORANDUM

DATE: December 13, 2010

TO: Clearview Employees

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

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