

2009

**SCHEDULE OF AUTOMATED UPDATES,
PRELIMINARY & FINAL PAYROLL RUN 1 & 2**

MONTH	LEAVE ACCRUAL (LAC), SALARY ELIG DATE (SED) UPDATE AND/OR AUTOMATED STEP INCREASE (ASI)	PRELIMINARY RUN 1	FINAL RUN 1	PRELIMINARY RUN 2	FINAL RUN 2
JANUARY	1/5	1/22	1/26	2/5	2/9
FEBRUARY	2/4	2/19	2/23	3/5	3/9
MARCH	3/4	3/24	3/26	4/7	4/9
APRIL	4/3	4/23	4/27	5/7	5/11
MAY	5/5	5/21	5/26	6/4	6/8
JUNE	6/3	6/23	6/25	7/7	7/9
JULY	7/3	7/23	7/27	8/6	8/10
AUGUST	8/5	8/24	8/26	9/4	9/9
SEPTEMBER	9/3	9/23	9/25	10/7	10/9
OCTOBER	10/5	10/22	10/26	11/4	11/6
NOVEMBER	11/4	11/19	11/23	12/7	12/9
DECEMBER	12/3	12/23	12/28	1/7	1/11
JANUARY 2010	1/5	1/22	1/26	not available	not available

The above table was created as an informational tool to inform agencies when the automated leave accrual, salary eligibility dates, step increase programs and payroll runs are scheduled. Preliminary and Final Payroll Run 1 & 2 scheduled dates taken from the OSPS Processing Calendar.