



NOTE: ONLY PAYROLL PROCESSING DAYS ARE SHOWN ON THE CALENDARS

2010 CUSTOMER INPUT/OUTPUT SCHEDULE

Customer Name _____

Customer Schedule
 1 Number 3 61 Year 64
 [] [] [] [2] [0] [1] [0]

December 2009

Card Sequence: **6 4 1**

Pay Period	Input	Month	Output
21		1 2	
29		1 2	
37		1 2	
45		1 2	
53		1 2	

M T W T F
 7 1 2 3 4
 8 8 9 10 11
 14 15 16 17 18
 21 22 23 24 H
 H 29 30 31

April 2010

Card Sequence: **6 4 5**

Pay Period	Input	Month	Output
21		0 4	
29		0 4	
37		0 4	
45		0 4	
53		0 4	

M T W T F
 5 6 7 8 9
 12 13 14 15 16
 19 20 21 22 23
 26 27 28 29 30

August 2010

Card Sequence: **6 4 9**

Pay Period	Input	Month	Output
21		0 8	
29		0 8	
37		0 8	
45		0 8	
53		0 8	

M T W T F
 H 3 4 5 6
 9 10 11 12 13
 16 17 18 19 20
 23 24 25 26 27
 30 31

November 2010

Card Sequence: **6 5 2**

Pay Period	Input	Month	Output
21		1 1	
29		1 1	
37		1 1	
45		1 1	
53		1 1	

M T W T F
 1 2 3 4 5
 8 9 10 H 12
 15 16 17 18 19
 22 23 24 25 26
 29 30

January 2010

Card Sequence: **6 4 2**

Pay Period	Input	Month	Output
21		0 1	
29		0 1	
37		0 1	
45		0 1	
53		0 1	

M T W T F
 H
 4 5 6 7 8
 11 12 13 14 15
 18 19 20 21 22
 25 26 27 28 29

May 2010

Card Sequence: **6 4 6**

Pay Period	Input	Month	Output
21		0 5	
29		0 5	
37		0 5	
45		0 5	
53		0 5	

M T W T F
 3 4 5 6 7
 10 11 12 13 14
 17 18 19 20 21
 H 25 26 27 28
 31

September 2010

Card Sequence: **6 5 0**

Pay Period	Input	Month	Output
21		0 9	
29		0 9	
37		0 9	
45		0 9	
53		0 9	

M T W T F
 H 1 2 3
 7 8 9 10
 13 14 15 16 17
 20 21 22 23 24
 27 28 29 30

December 2010

Card Sequence: **6 5 3**

Pay Period	Input	Month	Output
21		1 2	
29		1 2	
37		1 2	
45		1 2	
53		1 2	

M T W T F
 1 2 3
 6 7 8 9 10
 13 14 15 16 17
 20 21 22 23 24
 H H 29 30 31

February 2010

Card Sequence: **6 4 3**

Pay Period	Input	Month	Output
21		0 2	
29		0 2	
37		0 2	
45		0 2	
53		0 2	

M T W T F
 1 2 3 4 5
 8 9 10 11 12
 15 16 17 18 19
 22 23 24 25 26

June 2010

Card Sequence: **6 4 7**

Pay Period	Input	Month	Output
21		0 6	
29		0 6	
37		0 6	
45		0 6	
53		0 6	

M T W T F
 1 2 3 4
 7 8 9 10 11
 14 15 16 17 18
 21 22 23 24 25
 28 29 30

October 2010

Card Sequence: **6 5 1**

Pay Period	Input	Month	Output
21		1 0	
29		1 0	
37		1 0	
45		1 0	
53		1 0	

M T W T F
 1
 4 5 6 7 8
 H 12 13 14 15
 18 19 20 21 22
 25 26 27 28 29

January 2011

Card Sequence: **6 5 4**

Pay Period	Input	Month	Output
21		0 1	
29		0 1	
37		0 1	
45		0 1	
53		0 1	

M T W T F
 H 4 5 6 7
 10 11 12 13 14
 17 18 19 20 21
 24 25 26 27 28
 31

March 2010

Card Sequence: **6 4 4**

Pay Period	Input	Month	Output
21		0 3	
29		0 3	
37		0 3	
45		0 3	
53		0 3	

M T W T F
 1 2 3 4 5
 8 9 10 11 12
 15 16 17 18 19
 22 23 24 25 26
 29 30 31

July 2010

Card Sequence: **6 4 8**

Pay Period	Input	Month	Output
21		0 7	
29		0 7	
37		0 7	
45		0 7	
53		0 7	

M T W T F
 H 2
 5 6 7 8 9
 12 13 14 15 16
 19 20 21 22 23
 26 27 28 29 30

- Holidays (marked "H" on Schedule)**
- December 25 - Christmas Day 2009
 - December 28 - Boxing Day 2009
 - January 01 - New Years Day 2010
 - April 02 - Good Friday
 - May 24 - Victoria Day
 - July 01 - Canada Day Observance
 - August 02 - Civic Holiday (All except Quebec, NL, Yukon)
 - September 06 - Labour Day
 - October 11 - Thanksgiving Day
 - November 11 - Remembrance Day (All except Ontario, Quebec)
 - December 27 - Christmas Day 2010
 - December 28 - Boxing Day 2010
 - January 03 - New Years Day 2011

- Provincial Holidays only (marked "□" on Schedule)**
- January 04 - Traditional Holiday (Quebec only)
 - February 15 - Family Day (Alberta, Saskatchewan, Ontario only)
 - February 15 - Louis Riel Day (Manitoba only)
 - February 15 - Islander Day (PEI only)
 - February 26 - Heritage Day (Yukon only)
 - April 05 - Easter Monday (Nunavut only)
 - June 21 - Aboriginal Day (Northwest Territories only)
 - June 21 - Discovery Day Observance (NL only)
 - June 24 - St. Jean Baptiste Observance (Quebec only)
 - July 09 - Nunavut Day (Nunavut only)
 - August 16 - Discovery Day (Yukon only)
- Date(s) tentative
SEE REVERSE FOR GENERAL INSTRUCTIONS

Guidelines for Completion of Schedule

Note: Please refer to the shaded “calendars” when planning your payroll schedule. Saturdays and Sundays have been purposely omitted while holiday are indicated by “H” (These are listed on the bottom of the schedule).

This is an input document and should be entered as clearly as possible.

Do not alter any pre-printed figures on the form.

Entries for pay period, input date and output date must be numeric and entered as two (2) digits.

Instructions for completion of form:

- 1. Customer Number** - enter your assigned payroll number.
- 2. Customer Name** - enter full name of company or organization.
- 3. Pay Period** - commencing with pay period 01 enter consecutive numbers for the full year.
- 4. Input**
 - for each pay period enter the date the payroll input data will be delivered to your local Ceridian office.
 - if the input date is in one month and the output date overlaps to the next month then you must:
 - a) on the last line of the current month enter the input date
 - b) enter “00” for the output date to indicate that it overlaps to the next month
 - c) on the first line of the next month enter “00” for the input date and enter the respective output date
 (Please refer to P.P. **08 – March** and **April** example below)
- 5. Month**
 - pre-printed 01 to 12. Please do not make any alterations to this figure.
 - December 200**9** has been included for those customers that will be starting Pay Period 01 before January 20**10**
 - January 20**11** has been included for those customers that will be processing their 20**10** payrolls past December 20**10**
- 6. Output**
 - This date is ALWAYS the second business day after the input date regardless of when you normally receive your output.

Bonus Runs, Vacation Pay Runs and Update Runs (other than Year-end)

Do not enter any of these dates on this form.

EXAMPLE

March 2010																																									
6	4	4	Card Sequence		Pay Period	Input	Month	Output																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">T</td> <td style="text-align: center;">F</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> </tr> <tr> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center;">31</td> <td colspan="2"></td> </tr> </table>					M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			21			0	3		
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37	0	7	1	6	0	3	1	8																																	
45	0	8	3	0	0	3	0	0																																	
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53					0	4																																			

NOTE:

As confirmation of your processing schedule a printout will be included in one of your subsequent payroll output envelopes.