

Annual Payroll Calendar Report

ADP National Account Services

Prepared: Monday, December 13, 2010

Town of Hillsborough

COMPID: TOWNHILL

PAYGROUP: 1

** Callin or Delivery falls on Sat. or Sun.

Callin falls on ADP or Bank Holiday

@ Delivery falls on or before Callin

? Federal Law dictates 48 business hours lead time for direct deposit

\$ Check Date falls on Bank Holiday

! Delivery falls on National Holiday

?H Indicates a bank holiday impacting the 48 hour lead time needed for direct deposit.

Pay Num	Callin	Delivery	Start	End	Check	G/L Per	Days Accr	Accr %	Holiday Pay	Hrs	Tax Cyc	Exception Code	Frequency Codes
26	Mon 12/20/10 ?	Tue 12/21/10	Mon 12/06/10	Sun 12/19/10	Wed 12/22/10	12	0	0	0	0	-		M2.A2.MB.ML.ME.QL.QE.YL.YE.
1	Tue 01/04/11	Wed 01/05/11	Mon 12/20/10	Sun 01/02/11	Fri 01/07/11	1	0	0	0	0	-		M1.A1.MF.QF.YF.
2	Tue 01/18/11	Wed 01/19/11	Mon 01/03/11	Sun 01/16/11	Fri 01/21/11	1	0	0	0	0	-		M2.A2.MB.QB.YB.ML.
3	Tue 02/01/11	Wed 02/02/11	Mon 01/17/11	Sun 01/30/11	Fri 02/04/11	2	0	0	0	0	-		M1.A1.MF.ME.
4	Tue 02/15/11	Wed 02/16/11	Mon 01/31/11	Sun 02/13/11	Fri 02/18/11	2	0	0	0	0	-		M2.A2.ML.
5	Tue 03/01/11	Wed 03/02/11	Mon 02/14/11	Sun 02/27/11	Fri 03/04/11	3	0	0	0	0	-		M1.A1.MF.MB.ME.
6	Tue 03/15/11	Wed 03/16/11	Mon 02/28/11	Sun 03/13/11	Fri 03/18/11	3	0	0	0	0	-		M2.A2.ML.QL.
7	Tue 03/29/11	Wed 03/30/11	Mon 03/14/11	Sun 03/27/11	Fri 04/01/11	4	0	0	0	0	-		M1.A1.MF.MB.QF.ME.QE.
8	Tue 04/12/11	Wed 04/13/11	Mon 03/28/11	Sun 04/10/11	Fri 04/15/11	4	0	0	0	0	-		M2.A2.
9	Tue 04/26/11	Wed 04/27/11	Mon 04/11/11	Sun 04/24/11	Fri 04/29/11	4	0	0	0	0	-		M3.A1.MB.QB.ML.ME.
10	Tue 05/10/11	Wed 05/11/11	Mon 04/25/11	Sun 05/08/11	Fri 05/13/11	5	0	0	0	0	-		M1.A2.MF.
11	Tue 05/24/11	Wed 05/25/11	Mon 05/09/11	Sun 05/22/11	Fri 05/27/11	5	0	0	0	0	-		M2.A1.MB.ML.ME.
12	Tue 06/07/11	Wed 06/08/11	Mon 05/23/11	Sun 06/05/11	Fri 06/10/11	6	0	0	0	0	-		M1.A2.MF.
13	Tue 06/21/11	Wed 06/22/11	Mon 06/06/11	Sun 06/19/11	Fri 06/24/11	6	0	0	0	0	-		M2.A1.MB.ML.ME.QL.QE.
14	Tue 07/05/11	Wed 07/06/11	Mon 06/20/11	Sun 07/03/11	Fri 07/08/11	7	0	0	0	0	-		M1.A2.MF.QF.
15	Tue 07/19/11	Wed 07/20/11	Mon 07/04/11	Sun 07/17/11	Fri 07/22/11	7	0	0	0	0	-		M2.A1.MB.QB.ML.
16	Tue 08/02/11	Wed 08/03/11	Mon 07/18/11	Sun 07/31/11	Fri 08/05/11	8	0	0	0	0	-		M1.A2.MF.ME.
17	Tue 08/16/11	Wed 08/17/11	Mon 08/01/11	Sun 08/14/11	Fri 08/19/11	8	0	0	0	0	-		M2.A1.MB.ML.
18	Tue 08/30/11	Wed 08/31/11	Mon 08/15/11	Sun 08/28/11	Fri 09/02/11	9	0	0	0	0	-		M1.A2.MF.ME.
19	Tue 09/13/11	Wed 09/14/11	Mon 08/29/11	Sun 09/11/11	Fri 09/16/11	9	0	0	0	0	-		M2.A1.
20	Tue 09/27/11	Wed 09/28/11	Mon 09/12/11	Sun 09/25/11	Fri 09/30/11	9	0	0	0	0	-		M3.A2.MB.ML.ME.QL.QE.
21	Tue 10/11/11	Wed 10/12/11	Mon 09/26/11	Sun 10/09/11	Fri 10/14/11	10	0	0	0	0	-		M1.A1.MF.QF.
22	Tue 10/25/11	Wed 10/26/11	Mon 10/10/11	Sun 10/23/11	Fri 10/28/11	10	0	0	0	0	-		M2.A2.MB.QB.ML.ME.
23	Mon 11/07/11	Tue 11/08/11	Mon 10/24/11	Sun 11/06/11	Thu 11/10/11	11	0	0	0	0	-		M1.A1.MF.
24	Mon 11/21/11 ?	Tue 11/22/11	Mon 11/07/11	Sun 11/20/11	Wed 11/23/11	11	0	0	0	0	-		M2.A2.MB.ML.ME.
25	Tue 12/06/11	Wed 12/07/11	Mon 11/21/11	Sun 12/04/11	Fri 12/09/11	12	0	0	0	0	-		M1.A1.MF.
26	Tue 12/20/11 ?	Wed 12/21/11	Mon 12/05/11	Sun 12/18/11	Thu 12/22/11	12	0	0	0	0	-		M2.A2.MB.ML.ME.QL.QE.YL.YE.

***** TRANSMISSION DUE BY

02:00 PM

PST *****

EXCEPTION CODES -

CCX: Counter-to-Counter Shipment
 DD: Direct Deposit Exceptions
 DWL: Timed Download
 FXE: Federal Express East
 FXG: ADP Use Only
 FXW: Federal Express West
 INE: Check Inserts: Pre-Folded
 INO: Check Inserts: Pro-Folded
 MS1, MS2, MS3, MS4: ADP Use Only
 NOS: No Seal: Checks
 REM: EOM Bank Recon Trans
 RPR: EPR Bank Recon Trans
 RPS: Positive Pay Bank Recon Trans
 RSP: SPC Calendar Bank Recon Trans
 USM : US Mail

FREQUENCY TRIGGERS FOR EARNINGS AND DEDUCTIONS -

P: Every payroll
 A1: Alternating, odd payrolls
 A2: Alternating, even payrolls
 M1: First payroll in the month (by check date)
 M2: Second payroll in the month (by check date)
 M3: Third payroll in the month (by check date)
 M4: Fourth payroll in the month (by check date)
 MB: First pay period beginning in the month
 ME: Last pay period ending in the month
 MF: First check date of the month
 ML: Last payroll in the month (by check date)
 C1: First second payrolls in the month (by check date)
 C2: First third payrolls in the month (by check date)
 C3: Second fourth payrolls in the month (by check date)
 C4: First, second, third, fourth payrolls in month (by check date)
 QB: First pay period beginning in the quarter
 QE: Last pay period ending in the quarter
 QF: First payroll in the quarter (by check date)
 QL: Last payroll in the quarter (by check date)
 X1-9: Specified periods (by check date)
 Y1-9: Annually, you select payroll (by check date)
 YB: First pay period beginning in the year
 YE: Last pay period ending in the year
 YF: First payroll of the year (by check date)
 YL: Last payroll of the year (by check date)

HOLIDAYS -

Year 2010

ADP and Bank

Jan. 1, 2010 - - New Year's Day
 May 31, 2010 - - Memorial Day
 July 5, 2010 - - Independence Day
 Sept. 6, 2010 - - Labor Day
 Nov. 25, 2010 - - Thanksgiving Day

Bank Only *

Jan. 18, 2010 - - Martin Luther King Day
 Feb. 15, 2010 - - Presidents' Day
 Oct. 11, 2010 - - Columbus Day
 Nov. 11, 2010 - - Veterans Day

ADP Only *

Dec. 24, 2010 - - Christmas Day
 Dec. 31, 2010 - - New Year's Day (2011)