

2012 – 2013 BI-WEEKLY PAYROLL CALENDAR FOR WEB TIME ENTRY

**Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM
 Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office.**

Pay Period	Start Date	End Date	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
22	October 7, 2012	October 20, 2012	October 18, 2012	October 19, 2012	October 26, 2012
23	October 21, 2012	November 3, 2012	November 1, 2012	November 2, 2012	November 9, 2012
24	November 4, 2012	November 17, 2012	November 15, 2012	November 16, 2012	November 21, 2012
25	November 18, 2012	December 1, 2012	November 29, 2012	November 30, 2012	December 7, 2012
26	December 2, 2012	December 15, 2012	December 13, 2012	December 14, 2012	December 21, 2012
1	December 16, 2012	December 29, 2012	December 27, 2012	December 28, 2012	January 4, 2013
2	December 30, 2012	January 12, 2013	January 10, 2013	January 11, 2013	January 18, 2013
3	January 13, 2013	January 26, 2013	January 24, 2013	January 25, 2013	February 1, 2013
4	January 27, 2013	February 9, 2013	February 7, 2013	February 8, 2013	February 15, 2013
5	February 10, 2013	February 23, 2013	February 21, 2013	February 22, 2013	March 1, 2013
6	February 24, 2013	March 9, 2013	March 7, 2013	March 8, 2013	March 15, 2013
7	March 10, 2013	March 23, 2013	March 21, 2013	March 22, 2013	March 28, 2013
8	March 24, 2013	April 6, 2013	April 4, 2013	April 5, 2013	April 12, 2013
9	April 7, 2013	April 20, 2013	April 18, 2013	April 19, 2013	April 26, 2013
10	April 21, 2013	May 4, 2013	May 2, 2013	May 3, 2013	May 10, 2013
11	May 5, 2013	May 18, 2013	May 16, 2013	May 17, 2013	May 24, 2013
12	May 19, 2013	June 1, 2013	May 30, 2013	May 31, 2013	June 7, 2013
13	June 2, 2013	June 15, 2013	June 13, 2013	June 14, 2013	June 21, 2013
14	June 16, 2013	June 29, 2013	June 27, 2013	June 28, 2013	July 3, 2013
15	June 30, 2013	July 13, 2013	July 11, 2013	July 12, 2013	July 19, 2013