

## 2012 – 2013 MONTHLY 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.**

<b>Pay Period</b>	<b>Start Date</b>	<b>End Date</b>	<b>Employee Input DEADLINE (by 5pm)</b>	<b>Approval Input DEADLINE (by 12pm)</b>	<b>Pay Day</b>
10	October 1, 2012	October 31, 2012	October 22, 2012	October 23, 2012	October 31, 2012
11	November 1, 2012	November 30, 2012	November 19, 2012	November 20, 2012	November 30, 2012
12	December 1, 2012	December 31, 2012	December 13, 2012	December 14, 2012	December 21, 2012
1	January 1, 2013	January 31, 2013	January 23, 2013	January 24, 2013	January 31, 2013
2	February 1, 2013	February 28, 2013	February 20, 2013	February 21, 2013	February 28, 2013
3	March 1, 2013	March 31, 2013	March 23, 2013	March 24, 2013	March 29, 2013
4	April 1, 2013	April 30, 2013	April 22, 2013	April 23, 2013	April 30, 2013
5	May 1, 2013	May 31, 2013	May 23, 2013	May 24, 2013	May 31, 2013
6	June 1, 2013	June 30, 2013	June 22, 2013	June 23, 2013	June 28, 2013
7	July 1, 2013	July 31, 2013	July 23, 2013	July 24, 2013	July 31, 2013
8	August 1, 2013	August 31, 2013	August 23, 2013	August 24, 2013	August 30, 2013
9	September 1, 2013	September 30, 2013	September 22, 2013	September 23, 2013	September 30, 2013
10	October 1, 2013	October 31, 2013	October 23, 2013	October 24, 2013	October 31, 2013