

2011-2012

Time and Labor Payroll Deadlines

Time Reporting Period	Employee Time Reporting Deadline	Manager Time Reporting Deadline	Pay date
JUN 25 - JUL 08	Saturday, July 09 12:00 noon	Monday, July 11 10:00 am	July 14, 2011 12A <i>Fourth of July</i>
JUL 09 - JUL 22	Saturday, July 23 12:00 noon	Monday, July 25 10:00 am	July 28, 2011 12B
JUL 23 - AUG 05	Saturday, Aug 06 12:00 noon	Monday, Aug 08 1:00 pm	August 12, 2011 12C
AUG 06 - AUG 19	Saturday, August 20 12:00 noon	Monday, August 22 1:00 pm	August 26, 2011 12D
AUG 20 - SEPT 02	Thursday, Sept. 01 6:00 p.m.	Friday, Sept. 02 5:00 pm	September 09, 2011 12E
SEPT 03 - SEPT 16	Saturday, Sept. 17 12:00 noon	Monday, Sept. 19 1:00 pm	September 23 2011 12F
SEPT 17 - SEPT 30	Saturday, Oct. 01 12:00 noon	Monday, Oct. 03 1:00 pm	October 07, 2011 12G
OCT 01 - OCT 14	Saturday, Oct. 15 12:00 noon	Monday, Oct. 17 1:00 pm	October 21, 2011 12H
OCT 15 - OCT 28	Saturday, Oct. 29 12:00 noon	Monday, Oct. 31 1:00 pm	November 04, 2011 12I
OCT 29 – NOV 11	Saturday, Nov. 12 12:00 noon	Monday, Nov. 14 1:00 pm	November 18, 2011 12J
NOV 12 - NOV 25	Saturday, Nov. 26 12:00 noon	Monday, Nov. 28 1:00 pm	December 02, 2011 12K <i>Thanksgiving</i>
NOV 26 – DEC 09	Saturday, Dec. 10 12:00 noon	Monday, Dec. 12 1:00 pm	December 16, 2011 12L
DEC 10 - DEC 23	Thursday, Dec. 22 6:00 p.m.	Friday, Dec. 23 10:00 am	December 30, 2011 12M <i>Christmas</i>
DEC 24 - JAN 06	Saturday, Jan. 07 12:00 noon	Monday, Jan. 09 1:00 pm	January 13, 2012 12N <i>New Year's</i>
JAN 07 - JAN 20	Saturday, Jan. 21 12:00 noon	Monday, Jan. 23 1:00 pm	January 27, 2012 12O
JAN 21 - FEB 03	Saturday, Feb. 04 12:00 noon	Monday, Feb. 06 1:00 pm	February 10, 2012 12P
FEB 04 - FEB 17	Thursday, Feb. 16 6:00 p.m.	Friday, Feb. 17 5:00 pm	February 24, 2012 12Q
FEB 18 - MAR 02	Saturday, Mar. 03 12:00 noon	Monday, Mar. 05 1:00 pm	March 09, 2012 12R
MAR 03 - MAR 16	Saturday, March 17 12:00 noon	Monday, March 19 1:00 pm	March 23, 2012 12S <i>Spring Break</i>
MAR 17 - MAR 30	Saturday, March 31 12:00 noon	Monday, April 02 1:00 pm	April 06, 2012 12T
MAR 31 – APR 13	Saturday, April 14 12:00 noon	Monday, April 16 1:00 pm	April 20, 2012 12U
APR 14 - APR 27	Saturday, April 28 12:00 noon	Monday, April 30 1:00 pm	May 04, 2012 12V
APR 28 - MAY 11	Saturday, May 12 12:00 noon	Monday, May 14 10:00 am	May 17, 2012 12W
MAY 12 - MAY 25	Wednesday, May 23 6:00 pm	Thursday, May 24 6:00 pm	May 31, 2012 12X
MAY 26 - JUN 08	Saturday, June 09 12:00 noon	Monday, June 11 10:00 am	June 14, 2012 12Y
JUN 09 - JUN 22	Saturday, June 23 12:00 noon	Monday, June 25 10:00 am	June 28, 2012 12Z

*Employees are required to report time no later than time noted on the deadline date.
Managers are required to approve time reported no later than the time noted on the deadline date.*

DEADLINES ARE SUBJECT TO CHANGE