

2006-2007
Time and Labor Payroll Deadlines

Time Reporting Period	Employee Time Reporting Deadline	Manager Time Reporting Deadline	Pay date
OCT 21 – NOV 3	Saturday, November 4 12:00 noon	Monday, November 6 10:00 am	Thursday, November 9, 2006 Veteran's Day
NOV 4 – NOV 17	Thursday, November 16 6:00 pm	Friday, November 17 10:00 am	Wednesday, November 22, 2006 Thanksgiving
NOV 18 – DEC 1	Saturday, December 2 12:00 noon	Monday, December 4 1:00 pm	Friday, December 8, 2006
DEC 2 – DEC 15	Saturday, December 16 12:00 noon	Monday, December 18 10:00 am	Thursday, December 21, 2006 Christmas
DEC 16 – DEC 29	Saturday, December 30 12:00 noon	Tuesday, January 2 10:00 am	Friday, January 5, 2007 New Year's
DEC 30 – JAN 12	Saturday, January 13 12:00 noon	Tuesday, January 16 10:00 am	Friday, January 19, 2007 MLK Day
JAN 13 – JAN 26	Saturday, January 27 12:00 noon	Monday, January 29 1:00 pm	Friday, February 2, 2007
JAN 27 – FEB 9	Saturday, February 10 12:00 noon	Monday, February 12 1:00 pm	Friday, February 16, 2007
FEB 10 – FEB 23	Saturday, February 24 12:00 noon	Monday, February 26 1:00 pm	Friday, March 2, 2007
FEB 24 – MAR 9	Thursday, March 8 6:00 pm	Friday, March 9 10:00 am	Wednesday, March 14, 2007 Spring Break
MAR 10 – MAR 23	Saturday, March 24 12:00 noon	Monday, March 26 1:00 pm	Friday, March 30, 2007
MAR 24 – APR 6	Saturday, April 7 12:00 noon	Monday, April 9 1:00 pm	Friday, April 13, 2007
APR 7 – APR 20	Saturday, April 21 12:00 noon	Monday, April 23 1:00 pm	Friday, April 27, 2007
APR 21 – MAY 4	Saturday, May 5 12:00 noon	Monday, May 7 1:00 pm	Friday, May 11, 2007
MAY 5 – MAY 18	Saturday, May 19 12:00 noon	Monday, May 21 10:00 am	Thursday, May 24, 2007 Summer Sched 4/10's
MAY 19 – JUN 1	Saturday, June 2 12:00 noon	Monday, June 4 10:00 am	Thursday, June 7, 2007
JUN 2 – JUN 15	Saturday, June 16 12:00 noon	Monday, June 18 10:00 am	Thursday, June 21, 2007
JUN 16 – JUN 29	Thursday, June 28 3:00 am	Thursday, June 28 11:00 am	Thursday, July 5, 2007 Fourth of July

*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