

## 2012 Bi-Weekly Employee Pay Schedule

Period Covered						Timesheets Due into Payroll (noon)		Actual Pay Date	
1	December	25	to	January	7	January	9	January	13
2	January	8	to	January	21	January	23	January	27
3	January	22	to	February	4	February	6	February	10
4	February	5	to	February	18	February	20	February	24
5	February	19	to	March	3	March	5	March	9
6	March	4	to	March	17	March	19	March	23
7	March	18	to	March	31	April	2	April	6
8	April	1	to	April	14	April	16	April	20
9	April	15	to	April	28	April	30	May	4
10	April	29	to	May	12	May	14	May	18
11	May	13	to	May	26	May	28	June	1
12	May	27	to	June	9	June	11	June	15
13	June	10	to	June	23	June	25	June	29
14	June	24	to	July	7	July	9	July	13
15	July	8	to	July	21	July	23	July	27
16	July	22	to	August	4	August	6	August	10
17	August	5	to	August	18	August	20	August	24
18	August	19	to	September	1	September	3	September	7
19	September	2	to	September	15	September	17	September	21
20	September	16	to	September	29	October	1	October	5
21	September	30	to	October	13	October	15	October	19
22	October	14	to	October	27	October	29	November	2
23	October	28	to	November	10	November	12	November	16
24	November	11	to	November	24	November	26	November	30
25	November	25	to	December	8	December	10	December	14
26	December	9	to	December	22	December	24	December	28

All timesheets and vacation/sick reports are due to supervisors for approval  
on Friday, the last day of each pay period.

Final approved sheets must be submitted to the business office  
by noon on the Monday following each pay period.

**Please Note: New Employee Packets and all payroll information must be submitted  
on or before the first day of work.**