



## 2013 Bi-Weekly Payroll Calendar and Web Time Entry Due Dates for Hourly Temporary Employees



PAY #	MONTH	WORK PERIOD START DATE	WORK PERIOD END DATE	EMPLOYEES TIME SHEET DUE DATE	EMPLOYEES CUT – OFF TIME	SUPERVISORS TIME SHEET DUE DATE	SUPERVISORS CUT – OFF TIME	PAY DATE
1	DEC'12	12/17/12	12/30/12	*01/02/13	12:00 NOON	*01/02/13	5:00 PM	01/11/13
2	JAN	12/31/12	01/13/13	01/14/13	12:00 NOON	01/15/13	5:00 PM	01/25/13
3		01/14/13	01/27/13	01/28/13	12:00 NOON	01/29/13	5:00 PM	02/08/13
4	FEB	01/28/13	02/10/13	02/11/13	12:00 NOON	02/12/13	5:00 PM	02/22/13
5		02/11/13	02/24/13	02/25/13	12:00 NOON	02/26/13	5:00 PM	03/08/13
6	MAR	02/25/13	03/10/13	03/11/13	12:00 NOON	03/12/13	5:00 PM	03/21/13
7		03/11/13	03/24/13	03/25/13	12:00 NOON	03/26/13	5:00 PM	04/05/13
8	APR	03/25/13	04/07/13	04/08/13	12:00 NOON	04/09/13	5:00 PM	04/19/13
9		04/08/13	04/21/13	04/22/13	12:00 NOON	04/23/13	5:00 PM	05/03/13
10	MAY	04/22/13	05/05/13	05/06/13	12:00 NOON	05/07/13	5:00 PM	05/17/13
11		05/06/13	05/19/13	05/20/13	12:00 NOON	05/21/13	5:00 PM	05/31/13
12	JUN	05/20/13	06/02/13	06/03/13	5:00 PM	06/04/13	12:00 NOON	06/14/13
13		06/03/13	06/16/13	06/17/13	5:00 PM	06/18/13	12:00 NOON	06/28/13
14		06/17/13	06/30/13	07/01/13	5:00 PM	07/02/13	12:00 NOON	07/12/13
15	JUL	07/01/13	07/14/13	07/15/13	5:00 PM	07/16/13	12:00 NOON	07/26/13
16		07/15/13	07/28/13	07/29/13	5:00 PM	07/30/13	12:00 NOON	08/09/13
17	AUG	07/29/13	08/11/13	08/12/13	5:00 PM	08/13/13	12:00 NOON	08/23/13
18		08/12/13	08/25/13	08/26/13	5:00 PM	08/27/13	12:00 NOON	09/06/13
19	SEP	08/26/13	09/08/13	09/09/13	5:00 PM	09/10/13	12:00 NOON	09/20/13
20		09/09/13	09/22/13	09/23/13	5:00 PM	09/24/13	12:00 NOON	10/04/13
21	OCT	09/23/13	10/06/13	10/07/13	5:00 PM	10/08/13	12:00 NOON	10/18/13
22		10/07/13	10/20/13	10/21/13	5:00 PM	10/22/13	12:00 NOON	11/01/13
23	NOV	10/21/13	11/03/13	11/04/13	5:00 PM	11/05/13	12:00 NOON	11/15/13
24		11/04/13	11/17/13	11/18/13	5:00 PM	11/19/13	12:00 NOON	11/29/13
25	DEC	11/18/13	12/01/13	12/02/13	5:00 PM	12/03/13	12:00 NOON	12/13/13
26		12/02/13	12/15/13	12/16/13	*12:00 NOON	*12/16/13	*5:00 PM	12/27/13

**Important:** Hourly Temporary Employees must submit time sheet **no later** than the Time Entry Due Date and Cut-Off Time. Supervisors must approve time sheet **no later** than the Time Entry Due Date and Cut-Off Time. Time Entry Due Dates and Cut-Off Times are subject to change.

\*Time Entry Due Dates and Cut-Off Times are adjusted due to the holidays.

05/14/13