



## 2014 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 '13	12/16/13	12/29/13	12/30/13	5:00 PM	01/02/14	5:00 PM*	01/10/14
2	JAN	12/30/13	01/12/14	01/13/14	5:00 PM	01/14/14	12:00 NOON	01/24/14
3		01/13/14	01/26/14	01/27/14	5:00 PM	01/28/14	12:00 NOON	02/07/14
4	FEB	01/27/14	02/09/14	02/10/14	5:00 PM	02/11/14	12:00 NOON	02/21/14
5		02/10/14	02/23/14	02/24/14	5:00 PM	02/25/14	12:00 NOON	03/07/14
6	MAR	02/24/14	03/09/14	03/10/14	5:00 PM	03/11/14	12:00 NOON	03/21/14
7		03/10/14	03/23/14	03/24/14	5:00 PM	03/25/14	12:00 NOON	04/04/14
8	APR	03/24/14	04/06/14	04/07/14	5:00 PM	04/08/14	12:00 NOON	04/17/14
9		04/07/14	04/20/14	04/21/14	5:00 PM	04/22/14	12:00 NOON	05/02/14
10	MAY	04/21/14	05/04/14	05/05/14	5:00 PM	05/06/14	12:00 NOON	05/16/14
11		05/05/14	05/18/14	05/19/14	5:00 PM	05/20/14	12:00 NOON	05/30/14
12	JUN	05/19/14	06/01/14	06/02/14	5:00 PM	06/03/14	12:00 NOON	06/13/14
13		06/02/14	06/15/14	06/16/14	12:00 NOON*	06/16/14*	5:00 PM*	06/27/14
14		06/16/14	06/29/14	06/30/14	5:00 PM	07/01/14	12:00 NOON	07/11/14
15	JUL	06/30/14	07/13/14	07/14/14	5:00 PM	07/15/14	12:00 NOON	07/25/14
16		07/14/14	07/27/14	07/28/14	5:00 PM	07/29/14	12:00 NOON	08/08/14
17	AUG	07/28/14	08/10/14	08/11/14	5:00 PM	08/12/14	12:00 NOON	08/22/14
18		08/11/14	08/24/14	08/25/14	5:00 PM	08/26/14	12:00 NOON	09/05/14
19	SEP	08/25/14	09/07/14	09/08/14	5:00 PM	09/09/14	12:00 NOON	09/19/14
20		09/08/14	09/21/14	09/22/14	5:00 PM	09/23/14	12:00 NOON	10/03/14
21	OCT	09/22/14	10/05/14	10/06/14	5:00 PM	10/07/14	12:00 NOON	10/17/14
22		10/06/14	10/19/14	10/20/14	5:00 PM	10/21/14	12:00 NOON	10/31/14
23	NOV	10/20/14	11/02/14	11/03/14	5:00 PM	11/04/14	12:00 NOON	11/14/14
24		11/03/14	11/16/14	11/17/14	5:00 PM	11/18/14	12:00 NOON	11/26/14
25	DEC	11/17/14	11/30/14	12/01/14	5:00 PM	12/02/14	12:00 NOON	12/12/14
26		12/01/14	12/14/14	12/15/14	12:00 NOON*	12/15/14*	5:00 PM*	12/23/14

**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 holiday and processing deadlines. Rev. 5/29/14