

January 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2	3 9:00 a.m. Action Sheets Due in Human Resources Pay period (12/25/11 – 1/7/12)	4	5	6 Employees Submit Time Sheets & Leave Reports
9 10:00 a.m. Approve Time Sheets & Leave Reports	10	11	12	13 **PAY DAY**
16 Martin Luther King, Jr. HOLIDAY	17 9:00 a.m. Action Sheets Due in Human Resources Pay Period (1/8/12 – 1/21/12)	18	19	20 Employees Submit Time Sheets & Leave Reports
23 10:00 a.m. Approve Time Sheets & Leave Reports	24	25	26	27 **PAY DAY**
30	31 9:00 a.m. Action Sheets Due in Human Resources Pay Period (1/22/12 – 2/4/12)			

HR Payroll Calendar

February 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2	3 Employees Submit Time Sheets & Leave Reports
6 10:00 a.m. Approve Time Sheets & Leave Reports	7	8	9	10 **PAY DAY**
13	14 9:00 a.m. Action Sheets Due in Human Resources Pay Period (2/5/12 – 2/18/12)	15	16	17 Employees Submit Time Sheets & Leave Reports
20 10:00 a.m. Approve Time Sheets & Leave Reports	21	22	23	24 **PAY DAY**
27	28 9:00 a.m. Action Sheets Due in Human Resources Pay Period (2/19/12 – 3/3/12)	29		

HR Payroll Calendar

March 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2 Employees Submit Time Sheets & Leave Reports
5 10:00 a.m. Approve Time Sheets & Leave Reports	6	7	8	9 **PAY DAY**
12	13 9:00 a.m. Action Sheets Due in Human Resources Pay Period (3/4/12 – 3/17/12)	14	15	16 Employees Submit Time Sheets & Leave Reports
19 10:00 a.m. Approve Time Sheets & Leave Reports	20	21	22	23 **PAY DAY**
26	27 9:00 a.m. Action Sheets Due in Human Resources Pay Period (3/18/12 – 3/31/12)	28	29	30 Employees Submit Time Sheets & Leave Reports

April 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 10:00 a.m. Approve Time Sheets & Leave Reports	3	4	5	6 **PAY DAY**
9	10 9:00 a.m. Action Sheets Due in Human Resources Pay Period (4/1/12 – 4/14/12)	11	12	13 Employees Submit Time Sheets & Leave Reports
16 10:00 a.m. Approve Time Sheets & Leave Reports	17	18	19	20 **PAY DAY**
23	24 9:00 a.m. Action Sheets Due in Human Resources Pay Period (4/15/12 – 4/28/12)	25	26	27 Employees Submit Time Sheets & Leave Reports
30 10:00 a.m. Approve Time Sheets & Leave Reports				

HR Payroll Calendar

May 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1	2	3	4 **PAY DAY**
7	8 9:00 a.m. Action Sheets Due in Human Resources Pay Period (4/29/12 – 5/12/12)	9	10	11 Employees Submit Time Sheets & Leave Reports
14 10:00 a.m. Approve Time Sheets & Leave Reports	15	16	17	18 **PAY DAY**
21 9:00 a.m. Action Sheets Due in Human Resources Pay Period (5/13/12 – 5/26/12)	22	23	24 Employees Submit Time Sheets & Leave Reports	25 10:00 a.m. Approve Time Sheets & Leave Reports (Early Processing)
28 Memorial Day HOLIDAY	29	30	31	

HR Payroll Calendar

June 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1 **PAY DAY**
4	5 9:00 a.m. Action Sheets Due in Human Resources Pay Period (5/27/12 – 6/9/12)	6	7	8 Employees Submit Time Sheets & Leave Reports
11 10:00 a.m. Approve Time Sheets & Leave Reports	12	13	14	15 **PAY DAY**
18	19 9:00 a.m. Action Sheets Due in Human Resources Pay Period (6/10/12 – 6/23/12)	20	21	22 Employees Submit Time Sheets & Leave Reports
25 10:00 a.m. Approve Time Sheets & Leave Reports	26	27	28	29 **PAY DAY** (No Insurance Deductions)

HR Payroll Calendar

July 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 9:00 a.m. Action Sheets Due in Human Resources Pay Period (6/24/12 – 7/7/12)	3	4 Independence Day HOLIDAY	5	6 Employees Submit Time Sheets & Leave Reports
9 10:00 a.m. Approve Time Sheets & Leave Reports	10	11	12	13 **PAY DAY**
16	17 9:00 a.m. Action Sheets Due in Human Resources Pay Period (7/8/12 – 7/21/12)	18	19	20 Employees Submit Time Sheets & Leave Reports
23 10:00 a.m. Approve Time Sheets & Leave Reports	24	25	26	27 **PAY DAY**
30	31 9:00 a.m. Action Sheets Due in Human Resources Pay Period (7/22/12 – 8/4/12)			

HR Payroll Calendar

August 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2	3 Employees Submit Time Sheets & Leave Reports
6 10:00 a.m. Approve Time Sheets & Leave Reports	7	8	9	10 **PAY DAY**
13	14 9:00 a.m. Action Sheets Due in Human Resources Pay Period (8/5/12 – 8/18/12)	15	16	17 Employees Submit Time Sheets & Leave Reports
20 10:00 a.m. Approve Time Sheets & Leave Reports	21	22	23	24 **PAY DAY**
27	28 9:00 a.m. Action Sheets Due in Human Resources Pay Period (8/19/12 – 9/1/12)	29	30 Employees Submit Time Sheets & Leave Reports	31 10:00 a.m. Approve Time Sheets & Leave Reports (Early Processing)

HR Payroll Calendar

September 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3 Labor Day HOLIDAY	4	5	6	7 **PAY DAY**
10	11 9:00 a.m. Action Sheets Due in Human Resources Pay Period (9/2/12 – 9/15/12)	12	13	14 Employees Submit Time Sheets & Leave Reports
17 10:00 a.m. Approve Time Sheets & Leave Reports	18	19	20	21 **PAY DAY**
24	25 9:00 a.m. Action Sheets Due in Human Resources Pay Period (9/16/12 – 9/29/12)	26	27	28 Employees Submit Time Sheets & Leave Reports

HR Payroll Calendar

October 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 10:00 a.m. Approve Time Sheets & Leave Reports	2	3	4	5 **PAY DAY**
8	9 9:00 a.m. Action Sheets Due in Human Resources Pay Period (9/30/12 – 10/13/12)	10	11	12 Employees Submit Time Sheets & Leave Reports
15 10:00 a.m. Approve Time Sheets & Leave Reports	16	17	18	19 **PAY DAY**
22	23 9:00 a.m. Action Sheets Due in Human Resources Pay Period (10/14/12 – 10/27/12)	24	25	26 Employees Submit Time Sheets & Leave Reports
29 10:00 a.m. Approve Time Sheets & Leave Reports	30	31		

HR Payroll Calendar

November 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2 **PAY DAY**
5	6 9:00 a.m. Action Sheets Due in Human Resources (Pay Period (10/28/12 – 11/10/12))	7	8 Employees Submit Time Sheets & Leave Reports	9 10:00 a.m. Approve Time Sheets & Leave Reports (Early Processing)
12 Veteran's Day HOLIDAY	13	14	15	16 **PAY DAY**
19	20 9:00 a.m. Action Sheets Due in Human Resources (Pay Period (11/11/12 – 11/24/12))	21 Employees Submit Time Sheets & Leave Reports	22 Thanksgiving Holiday	23 Thanksgiving HOLIDAY
26 10:00 a.m. Approve Time Sheets & Leave Reports	27	28	29	30 **PAY DAY** (No Insurance Deductions)

HR Payroll Calendar

December 2012

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3	4 9:00 a.m. Action Sheets Due in Human Resources Pay Period (11/25/12 – 12/8/12)	5	6	7 Employees Submit Time Sheets & Leave Reports
10 10:00 a.m. Approve Time Sheets & Leave Reports	11	12	13	14 **PAY DAY**
17 9:00 a.m. Action Sheets Due in Human Resources Pay Period (12/9/12 – 12/22/12)	18	19 Employees Submit Time Sheets & Leave Reports	20 10:00 a.m. Approve Time Sheets & Leave Reports (Early Processing)	21
24 Winter Holidays	25 Winter Holidays	26 Winter Holidays	27 Winter Holidays	28 **PAY DAY** Winter Holidays
31 Winter Holidays				

HR Payroll Calendar