




January, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 (Day 1) PP15 Starts	2 (Day 2) New Year's Day Observance Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	3 (Day 3) NRA paperwork due to Payroll.	4 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	5 (Day 5)	6 (Day 6)  Paycheck Issued for PP14	7 (Day 7) Time sheet cut-off for all employees for PP14
8 (Day 8)	9 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	10 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	11 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	12 (Day 12)	13 (Day 13)	14 (Day 14) PP15 Ends
15 (Day 1) PP16 Starts	16 (Day 2) Martin Luther King Day Holiday Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	17 (Day 3) NRA paperwork due to Payroll.	18 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	19 (Day 5)	20 (Day 6)  Paycheck Issued for PP15	21 (Day 7) Time sheet cut-off for all employees for PP15
22 (Day 8)	23 (Day 9)	24 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	25 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	26 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	27 (Day 13)	28 (Day 14) PP16 Ends
29 (Day 1) PP17 Starts	30 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	31 (Day 3) NRA paperwork due to Payroll.				




January, 2012

February, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	2 (Day 5)	3 (Day 6)  Paycheck Issued for PP16	4 (Day 7) Time sheet cut-off for all employees for PP16
5 (Day 8)	6 (Day 9)	7 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	8 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	9 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	10 (Day 13)	11 (Day 14) PP17 Ends
12 (Day 1) PP18 Starts	13 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	14 (Day 3) NRA paperwork due to Payroll.	15 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	16 (Day 5)	17 (Day 6)  Paycheck Issued for PP17	18 (Day 7) Time sheet cut-off for all employees for PP17
19 (Day 8)	20 (Day 9) President's Day Holiday (observed 12/26/12)	21 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	22 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	23 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	24 (Day 13)	25 (Day 14) PP18 Ends
26 (Day 1) PP19 Starts	27 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	28 (Day 3) NRA paperwork due to Payroll.	29 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)			

February, 2012

March, 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 (Day 5)	2 (Day 6)  Paycheck Issued for PP18	3 (Day 7) Time sheet cut-off for all employees for PP18
4 (Day 8)	5 (Day 9)	6 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	7 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	8 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	9 (Day 13)	10 (Day 14) PP19 Ends
11 (Day 1) PP20 Starts	12 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	13 (Day 3) NRA paperwork due to Payroll.	14 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	15 (Day 5)	16 (Day 6)  Paycheck Issued for PP19 <i>SRA & Other Deduction Documents due to Payroll.</i>	17 (Day 7) Time sheet cut-off for all employees for PP19
18 (Day 8)	19 (Day 9) Spring Break	20 (Day 10) Spring Break Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	21 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	22 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	23 (Day 13)	24 (Day 14) PP20 Ends
25 (Day 1) PP21 Starts	26 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	27 (Day 3) NRA paperwork due to Payroll.	28 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	29 (Day 5)	30 (Day 6)  Paycheck Issued for PP20	31 (Day 7) Time sheet cut-off for all employees for PP20

March, 2012

April, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 (Day 8)	2 (Day 9)	3 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	4 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	5 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	6 (Day 13)	7 (Day 14) PP21 Ends
8 (Day 1) PP22 Starts	9 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	10 (Day 3) NRA paperwork due to Payroll.	11 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	12 (Day 5)	13 (Day 6)  Paycheck Issued for PP21	14 (Day 7) Time sheet cut-off for all employees for PP21
15 (Day 8)	16 (Day 9)	17 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	18 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	19 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	20 (Day 13)	21 (Day 14) PP22 Ends
22 (Day 1) PP23 Starts	23 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	24 (Day 3) NRA paperwork due to Payroll.	25 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	26 (Day 5)	27 (Day 6)  Paycheck Issued for PP22	28 (Day 7) Time sheet cut-off for all employees for PP22
29 (Day 8)	30 (Day 9)					


April, 2012

May, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	2 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	3 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	4 (Day 13)	5 (Day 14) PP23 Ends
6 (Day 1) PP24 Starts	7 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	8 (Day 3) NRA paperwork due to Payroll.	9 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	10 (Day 5)	11 (Day 6)  Paycheck Issued for PP23	12 (Day 7) Time sheet cut-off for all employees for PP23
13 (Day 8)	14 (Day 9)	15 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	16 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	17 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	18 (Day 13)	19 (Day 14) PP24 Ends
20 (Day 1) PP25 Starts	21 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	22 (Day 3) NRA paperwork due to Payroll.	23 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	24 (Day 5)  Paycheck Issued for PP24	25 (Day 6)	26 (Day 7) Time sheet cut-off for all employees for PP24
27 (Day 8)	28 (Day 9) Memorial Day Holiday	29 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	30 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	31 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>		



May, 2012

June, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1 (Day 13)	2 (Day 14) PP25 Ends
3 (Day 1) PP26 Starts	4 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	5 (Day 3) NRA paperwork due to Payroll.	6 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	7 (Day 5)	8 (Day 6)  Paycheck Issued for PP25	9 (Day 7) Time sheet cut-off for all employees for PP25
10 (Day 8)	11 (Day 9)	12 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	13 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	14 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	15 (Day 13)	16 (Day 14) PP26 Ends
17 (Day 1) PP27 Starts	18 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	19 (Day 3) NRA paperwork due to Payroll.	20 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	21 (Day 5)	22 (Day 6)  Paycheck Issued for PP26	23 (Day 7) Time sheet cut-off for all employees for PP26
24 (Day 8)	25 (Day 9)	26 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	27 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	28 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	29 (Day 13)	30 (Day 14) PP27 Ends

June, 2012

July, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 (Day 1) PP01 Starts	2 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	3 (Day 3) NRA paperwork due to Payroll.	4 (Day 4) Independence Day Holiday Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	5 (Day 5)	6 (Day 6)  Paycheck Issued for PP27	7 (Day 7) Time sheet cut-off for all employees for PP27
8 (Day 8)	9 (Day 9)	10 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	11 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	12 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	13 (Day 13)	14 (Day 14) PP01 Ends
15 (Day 1) PP02 Starts	16 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	17 (Day 3) NRA paperwork due to Payroll.	18 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	19 (Day 5)	20 (Day 6)  Paycheck Issued for PP01	21 (Day 7) Time sheet cut-off for all employees for PP01
22 (Day 8)	23 (Day 9)	24 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	25 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	26 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	27 (Day 13)	28 (Day 14) PP02 Ends
29 (Day 1) PP03 Starts	30 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	31 (Day 3) NRA paperwork due to Payroll.				

July, 2012

August, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	2 (Day 4)	3 (Day 6)  Paycheck Issued for PP02	4 (Day 7) Time sheet cut-off for all employees for PP02
5 (Day 8)	6 (Day 9)	7 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	8 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	9 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	10 (Day 13)	11 (Day 14) PP03 Ends
12 (Day 1) PP04 Starts	13 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	14 (Day 3) NRA paperwork due to Payroll.	15 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	16 (Day 4)	17 (Day 6)  Paycheck Issued for PP03	18 (Day 7) Time sheet cut-off for all employees for PP03
19 (Day 8)	20 (Day 9)	21 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	22 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	23 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	24 (Day 13)	25 (Day 14) PP04 Ends
26 (Day 1) PP05 Starts	27 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	28 (Day 3) NRA paperwork due to Payroll.	29 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	30 (Day 5)	31 (Day 6)  Paycheck Issued for PP04	



August, 2012

September, 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 (Day 7) Time sheet cut-off for all employees for PP04
2 (Day 8)	3 (Day 9) Labor Day Holiday	4 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	5 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	6 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	7 (Day 13)	8 (Day 14) PP05 Ends
9 (Day 1) PP06 Starts	10 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	11 (Day 3) NRA paperwork due to Payroll.	12 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	13 (Day 5)	14 (Day 6)  Paycheck Issued for PP05	15 (Day 7) Time sheet cut-off for all employees for PP05
16 (Day 8)	17 (Day 9)	18 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	19 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	20 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	21 (Day 13)	22 (Day 14) PP06 Ends
23 (Day 1) PP07 Starts	24 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	25 (Day 3) NRA paperwork due to Payroll.	26 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	27 (Day 5)	28 (Day 6)  Paycheck Issued for PP06	29 (Day 7) Time sheet cut-off for all employees for PP06
30 (Day 8)						

September, 2012

October, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	1 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	2 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	3 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	4 (Day 12)	5 (Day 13)	6 (Day 14) PP07 Ends
7 (Day 1) PP08 Starts	8 (Day 2) Columbus Day Holiday (observed 12/27/12) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	9 (Day 3) NRA paperwork due to Payroll.	10 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	11 (Day 5)	12 (Day 6)  Paycheck Issued for PP07	13 (Day 7) Time sheet cut-off for all employees for PP07
14 (Day 8)	15 (Day 9)	16 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	17 (Day 11) . Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	18 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB</i>	19 (Day 13)	20 (Day 14) PP08 Ends
21 (Day 1) PP09 Starts	22 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	23 (Day 3) NRA paperwork due to Payroll.	24 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	25 (Day 5)	26 (Day 6)  Paycheck Issued for PP08	27 (Day 7) Time sheet cut-off for all employees for PP08
28 (Day 8)	29 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	30 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	31 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>			

October, 2012

November, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1 (Day 12)	2 (Day 13)	3 (Day 14) PP09 Ends
4 (Day 1) PP10 Starts	5 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	6 (Day 3) Election Day Holiday (observed 3/20/13) NRA paperwork due to Payroll.	7 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9)	8 (Day 5)	9 (Day 6)  Paycheck Issued for PP09	10 (Day 7) Time sheet cut-off for all employees for PP09
11 (Day 8)	12 (Day 9) Veteran's Day Holiday (observed 12/28/12) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	13 (Day 10) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	14 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB</i>	15 (Day 12)	16 (Day 13)	17 (Day 14) PP10 Ends
18 (Day 1) PP11 Starts	19 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	20 (Day 3) NRA paperwork due to Payroll.	21 (Day 4)  Paycheck Issued for PP10 Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	22 (Day 5) Thanksgiving Day Holiday	23 (Day 6) Thanksgiving Break	24 (Day 7) Time sheet cut-off for all employees for PP10
25 (Day 8)	26 (Day 9)	27 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	28 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	29 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	30 (Day 13)	

November, 2012

December, 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1 (Day 14) PP11 Ends
2 (Day 1) PP12 Starts	3 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	4 (Day 3) NRA paperwork due to Payroll.	5 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-10)	6 (Day 5)	7 (Day 6)  Paycheck Issued for PP11	8 (Day 7) Time sheet cut-off for all employees for PP11
9 (Day 8)	10 (Day 9)	11 (Day 10) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll.</i>	12 (Day 11) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	13 (Day 12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon. <i>SRA & Other Deduction Documents due to CPB.</i>	14 (Day 13)	15 (Day 14) PP12 Ends
16 (Day 1) PP13 Starts	17 (Day 2) Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period. <i>SRA & Other Deduction Documents due to Payroll</i>	18 (Day 3) NRA paperwork due to Payroll.	19 (Day 4) Begin viewing Pay Calculation Screen for current pay period. (Available days 4-9) <i>SRA & Other Deduction Documents due to CPB.</i>	20 (Day 5)	21 (Day 6)  Paycheck Issued for PP12	22 (Day 7) Time sheet cut-off for all employees for PP12
23 (Day 8)	24 (Day 9) Last day to create, change or approve PHR Appointments, Pay Adjustments & Time Entry Adjustments for current pay period.	25 (Day 10) Christmas Day Holiday Observed Unit approves TOTAL Payroll (Pay Calculation Screen) between 7 AM & Midnight.	26 (Day 11) Presidents' Day Holiday (earned 2/20/12) Unit approves TOTAL Payroll (Pay Calculation Screen) between 7AM & Noon.	27 (Day 12) Columbus Day Holiday (earned 10/8/12)	28 (Day 13) Veteran's Day Holiday (earned 11/12/12)	29 (Day 14) PP13 Ends
30 (Day 1) PP14 Starts	31 (Day 2) Winter Break Begin creating, changing and/or approving PHR appointments, Pay Adjustments & Time Entry Adjustments for current pay period.					

December, 2012