

	BIWEEKLY STAFF		
Pay Period	Timesheets due by Monday 9:00 A.M.***	Paychecks will be issued on Friday**	
12/11/11 - 12/24/11	12/16/11* 8:00 AM	12/22/11**	
12/25/12 - 01/07/12	01/09/12	01/13/12	
01/08/12 - 01/21/12	01/23/12	01/27/12	
01/22/12 - 02/04/12	02/06/12	02/10/12	
02/05/12 - 02/18/12	02/20/12	02/24/12	
02/19/12 - 03/03/12	03/05/12	03/09/12	
03/04/12 - 03/17/12	03/19/12	03/23/12	
03/18/12 - 03/31/12	04/02/12	04/06/12	
04/01/12 - 04/14/12	04/16/12	04/20/12	
04/15/12 - 04/28/12	04/30/12	05/04/12	
04/29/12 - 05/12/12	05/14/12	05/18/12	
05/13/12 - 05/26/12	05/25/12	06/01/12	
05/27/12 - 05/31/12	6/08/2012 fiscal yr end	06/15/12	
06/01/12 - 06/09/12	06/11/12	06/15/12	
06/10/12 - 06/23/12	06/25/12	06/29/12	
06/24/12 - 07/07/12	07/09/12	07/13/12	
07/08/12 - 07/21/12	07/23/12	07/27/12	
07/22/12 - 08/04/12	08/06/12	08/10/12	
08/05/12 - 08/18/12	08/20/12	08/24/12	
08/19/12 - 09/01/12	08/31/12* 8:00 AM	09/07/12	
09/02/12 - 09/15/12	09/17/12	09/21/12	
09/16/12 - 09/29/12	10/01/12	10/05/12	
09/30/12 - 10/13/12	10/15/12	10/19/12	
10/14/12 - 10/27/12	10/29/12	11/02/12	
10/28/12 - 11/10/12	11/12/12	11/16/12	
11/11/12 - 11/24/12	11/26/12	11/30/12	
11/25/12 - 12/08/12	12/10/12	12/14/12	
12/09/12 - 12/22/12	12/14/12* 8:00 AM	12/21/12**	
12/23/12 - 01/05/13	01/07/13	01/11/13	
<p>*Please Note: It will be necessary for offices to estimate working hours due to holiday schedules; adjust accordingly on the next payroll</p> <p>** SUBJECT TO CHANGE</p>			