# BIWEEKLY PAYROLL SCHEDULE 2013-2014

| Payroll ID | Pay Period Begin Date | Pay Period End Date | Flat Rate Request Form Due in HR | # Grad Appts Due | ## Temporary Time Sheets Due In HR System | Payroll Lockout - Time Records Taken By Payroll | Payday | Off Cycle Check Cutoff Noon | Off Cycle Check Payday | Holidays |
|---|---|---|---|---|---|---|---|---|---|---|
| **20142R01** | Jun 08 | Jun 21 | Jun 07 | Jun 10 | Jun 27 | Jun 28 | **Jul 05** | Jul 09 | Jul 12 | |
| **20142R02** | Jun 22 | Jul 05 | Jun 21 | Jun 24 | Jul 11 | Jul 12 | **Jul 19** | Jul 23 | Jul 26 | **Independence Day Thu Jul 4** |
| **20142R03** | Jul 06 | Jul 19 | Jul 05 | Jul 08 | Jul 25 | Jul 26 | **Aug 02** | Aug 06 | Aug 09 | |
| **20142R04** | Jul 20 | Aug 02 | Jul 19 | Jul 22 | Aug 08 | Aug 09 | **Aug 16** | Aug 20 | Aug 23 | |
| **20142R05** | Aug 03 | Aug 16 | Aug 02 | Aug 05 | Aug 22 | Aug 23 | **Aug 30** | Sep 03 | Sep 06 | |
| **20142R06** | Aug 17 | Aug 30 | Aug 16 | Aug 19 | Sep 05 | Sep 06 | **Sep 13** | Sep 17 | Sep 20 | |
| **20142R07** | Aug 31 | Sep 13 | Aug 30 | Sep 03 | Sep 19 | Sep 20 | **Sep 27** | Oct 01 | Oct 04 | **Labor Day Mon Sep 2** |
| **20142R08** | Sep 14 | Sep 27 | Sep 13 | Sep 16 | Oct 03 | Oct 04 | **Oct 11** | Oct 15 | Oct 18 | |
| **20142R09** | Sep 28 | Oct 11 | Sep 27 | Sep 30 | Oct 17 | Oct 18 | **Oct 25** | Oct 29 | Nov 01 | |
| **20142R10** | Oct 12 | Oct 25 | Oct 11 | Oct 14 | Oct 31 | Nov 01 | **Nov 08** | Nov 12 | Nov 15 | |
| **20142R11** | Oct 26 | Nov 08 | Oct 25 | Oct 28 | Nov 14 | Nov 15 | **Nov 22** | Pay on 2R12 | Dec 06 | |
| **20142R12** | Nov 09 | Nov 22 | Nov 08 | Nov 11 | Nov 26* | Nov 27 | **Dec 06** | Dec 10 | Dec 13 | |
| **20142R13** | Nov 23 | Dec 06 | Nov 22 | Nov 25 | Dec 12 | Dec 13 | **Dec 20** | Pay on 2R14 | Jan 03 | **Thanksgiving Nov 28 - 29** |
| **20142R14** | Dec 07 | Dec 20 | Dec 06 | Dec 09 | Dec 20* | Dec 21 | **Jan 03** | Jan 07 | Jan 10 | |
| **20142R15** | Dec 21 | Jan 03 | Dec 20 | Dec 23 | Jan 09 | Jan 10 | **Jan 17** | Jan 21 | Jan 24 | **Winter Break Dec 24-31 New Years Wed Jan 1** |
| **20142R16** | Jan 04 | Jan 17 | Jan 03 | Jan 06 | Jan 23 | Jan 24 | **Jan 31** | Feb 04 | Feb 07 | |
| **20142R17** | Jan 18 | Jan 31 | Jan 17 | Jan 21 | Feb 06 | Feb 07 | **Feb 14** | Feb 18 | Feb 21 | **ML King Jr. Mon Jan 20** |
| **20142R18** | Feb 01 | Feb 14 | Jan 31 | Feb 03 | Feb 20 | Feb 21 | **Feb 28** | Mar 04 | Mar 07 | |
| **20142R19** | Feb 15 | Feb 28 | Feb 14 | Feb 17 | Mar 06 | Mar 07 | **Mar 14** | Mar 18 | Mar 21 | |
| **20142R20** | Mar 01 | Mar 14 | Feb 28 | Mar 03 | Mar 20 | Mar 21 | **Mar 28** | Apr 01 | Apr 04 | |
| **20142R21** | Mar 15 | Mar 28 | Mar 14 | Mar 17 | Apr 03 | Apr 04 | **Apr 11** | Apr 15 | Apr 18 | |
| **20142R22** | Mar 29 | Apr 11 | Mar 28 | Mar 31 | Apr 17 | Apr 18 | **Apr 25** | Apr 29 | May 02 | |
| **20142R23** | Apr 12 | Apr 25 | Apr 11 | Apr 14 | May 01 | May 02 | **May 09** | May 13 | May 16 | |
| **20142R24** | Apr 26 | May 09 | Apr 25 | Apr 28 | May 15 | May 16 | **May 23** | May 27 | May 30 | |
| **20142R25** | May 10 | May 23 | May 09 | May 12 | May 29 | May 30 | **Jun 6** | Jun 10 | Jun 13 | |
| **20142R26** | May 24 | Jun 06 | May 23 | May 27 | Jun 12 | Jun 13 | **Jun 20** | Jun 24 | Jun 27 | **Memorial Day Mon May 26** |

# To ensure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

## Departments set an earlier internal deadline by which employees must turn in timesheets

*Deviations due to holidays

12/11/2012

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***Deadlines are 5 PM unless otherwise noted***