DIVISION OF PERSONNEL & LABOR RELATIONS
DOT/PF HR SERVICE CENTER - SHORESIDE
2012 TIME COLLECTERS / PAYROLL SCHEDULE

Pay Period	Pay Period End Date	Timesheets Due COB* DOP Entered & Certified	Personnel Actions and Leave Cashins Due 10:00 a.m.**	Corrections due to Timecollectors by COB	Warrants Mailed	Direct Deposit	Pay Day
01	31-Dec-2011	3-Jan-12	4-Jan-12	10-Jan-12	10-Jan-12	11-Jan-12	13-Jan-12
02	15-Jan-2012	17-Jan-12	20-Jan-12	25-Jan-12	25-Jan-12	26-Jan-12	31-Jan-12
03	31-Jan-2012	1-Feb-12	3-Feb-12	9-Feb-12	9-Feb-12	10-Feb-12	15-Feb-12
04	15-Feb-2012	16-Feb-12	17-Feb-12	24-Feb-12	24-Feb-12	27-Feb-12	29-Feb-12
05	29-Feb-2012	1-Mar-12	5-Mar-12	9-Mar-12	9-Mar-12	12-Mar-12	15-Mar-12
06	15-Mar-2012	16-Mar-12	20-Mar-12	27-Mar-12	27-Mar-12	27-Mar-12	30-Mar-12
07	31-Mar-2012	2-Apr-12	4-Apr-12	10-Apr-12	10-Apr-12	11-Apr-12	13-Apr-12
08	15-Apr-2012	16-Apr-12	18-Apr-12	24-Apr-12	24-Apr-12	25-Apr-12	30-Apr-12
09	30-Apr-2012	1-May-12	4-May-12	9-May-12	9-May-12	10-May-12	15-May-12
10	15-May-2012	16-May-12	18-May-12	24-May-12	24-May-12	25-May-12	31-May-12
11	31-May-2012	1-Jun-12	6-Jun-12	12-Jun-12	12-Jun-12	13-Jun-12	15-Jun-12
12	15-Jun-2012	18-Jun-12	20-Jun-12	26-Jun-12	26-Jun-12	27-Jun-12	29-Jun-12
13	30-Jun-2012	2-Jul-12	3-Jul-12	10-Jul-12	10-Jul-12	11-Jul-12	13-Jul-12
14	15-Jul-2012	16-Jul-12	18-Jul-12	24-Jul-12	24-Jul-12	25-Jul-12	31-Jul-12
15	31-Jul-2012	1-Aug-12	3-Aug-12	9-Aug-12	9-Aug-12	10-Aug-12	15-Aug-12
16	15-Aug-2012	16-Aug-12	20-Aug-12	24-Aug-12	24-Aug-12	27-Aug-12	31-Aug-12
17	31-Aug-2012	4-Sep-12	5-Sep-12	11-Sep-12	11-Sep-12	12-Sep-12	14-Sep-12
18	15-Sep-2012	17-Sep-12	19-Sep-12	25-Sep-12	25-Sep-12	26-Sep-12	28-Sep-12
19	30-Sep-2012	1-Oct-12	3-Oct-12	9-Oct-12	9-Oct-12	10-Oct-12	15-Oct-12
20	15-Oct-2012	16-Oct-12	19-Oct-12	25-Oct-12	25-Oct-12	26-Oct-12	31-Oct-12
21	31-Oct-2012	1-Nov-12	2-Nov-12	8-Nov-12	8-Nov-12	9-Nov-12	15-Nov-12
22	15-Nov-2012	16-Nov-12	20-Nov-12	27-Nov-12	27-Nov-12	28-Nov-12	30-Nov-12
23	30-Nov-2012	3-Dec-12	5-Dec-12	11-Dec-12	11-Dec-12	12-Dec-12	14-Dec-12
24	15-Dec-2012	17-Dec-12	21-Dec-12	27-Dec-12	27-Dec-12	28-Dec-12	31-Dec-12

As a reminder, if an employee's timesheet is not received, a payroll warrant will not be issued.

*** Timesheets are due by close of business (COB) on dates listed above.**

**** Requests for personnel actions need to be submitted <u>within three days of the effective date of the action</u>. If a request for personnel action or a leave cash-in is received after 10:00 a.m. on the due date noted above, we cannot guarantee it will be processed. Cash-ins are paid at the rate of pay in effect the pay period with which they are being processed.**