DIVISION OF PERSONNEL & LABOR RELATIONS - H&SS HR SERVICE CENTER

2008 TIMEKEEPER / PAYROLL SCHEDULE

Pay Period	Pay Period End Date	Timesheets Due COB* DOP Entered & Certified	Timesheets Due COB* Field Staff Entered, DOP Certified	Personnel Actions and Leave Cashins Due 10:00 a.m.**	Warrants Mailed	Direct Deposit	Pay Day
1	31-Dec	2-Jan	3-Jan	3-Jan	10-Jan	11-Jan	15-Jan
2	15-Jan	16-Jan	17-Jan	17-Jan	28-Jan	29-Jan	31-Jan
3	31-Jan	1-Feb	4-Feb	4-Feb	11-Feb	12-Feb	15-Feb
4	15-Feb	19-Feb	20-Feb	20-Feb	26-Feb	28-Feb	29-Feb
5	29-Feb	3-Mar	4-Mar	4-Mar	11-Mar	12-Mar	14-Mar
6	15-Mar	17-Mar	18-Mar	18-Mar	27-Mar	28-Mar	31-Mar
7	31-Mar	1-Apr	2-Apr	2-Apr	10-Apr	11-Apr	15-Apr
8	15-Apr	16-Apr	17-Apr	17-Apr	25-Apr	28-Apr	30-Apr
9	30-Apr	1-May	2-May	2-May	12-May	13-May	15-May
10	15-May	16-May	19-May	19-May	27-May	28-May	30-May
11	31-May	2-Jun	3-Jun	3-Jun	10-Jun	12-Jun	13-Jun
12	15-Jun	16-Jun	17-Jun	17-Jun	25-Jun	26-Jun	30-Jun
13	30-Jun	1-Jul	2-Jul	2-Jul	10-Jul	11-Jul	15-Jul
14	15-Jul	16-Jul	17-Jul	17-Jul	25-Jul	28-Jul	31-Jul
15	31-Jul	1-Aug	4-Aug	4-Aug	11-Aug	12-Aug	15-Aug
16	15-Aug	18-Aug	19-Aug	19-Aug	26-Aug	27-Aug	29-Aug
17	31-Aug	2-Sep	3-Sep	3-Sep	11-Sep	12-Sep	15-Sep
18	15-Sep	16-Sep	17-Sep	17-Sep	25-Sep	26-Sep	30-Sep
19	30-Sep	1-Oct	2-Oct	2-Oct	9-Oct	10-Oct	15-Oct
20	15-Oct	16-Oct	20-Oct	20-Oct	27-Oct	28-Oct	31-Oct
21	31-Oct	3-Nov	4-Nov	4-Nov	10-Nov	13-Nov	14-Nov
22	15-Nov	17-Nov	18-Nov	18-Nov	25-Nov	28-Nov	28-Nov
23	30-Nov	1-Dec	2-Dec	2-Dec	10-Dec	11-Dec	15-Dec
24	15-Dec	16-Dec	17-Dec	17-Dec	24-Dec	26-Dec	31-Dec

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.**