DIVISION OF PERSONNEL & LABOR RELATIONS
RESOURCES HR SERVICE CENTER
2011 TIMEKEEPER / SEMI MONTHLY PAYROLL SCHEDULE

Pay Period No.	Pay Period End Date	Timesheets entered and certified by DOP Due COB	Timesheets due COB* Field Staff Entered, DOP Certified	ADF&G - Field Certification By COB	ADF&G - Timesheet Due COB * Field Closed	Personnel Actions Due 12 PM	Cash in's due by COB	Warrants Mailed	Direct Deposit	Official Pay Day
1	Dec-31	Jan-2	Jan-4	Jan-6	Jan-14	Jan-4	Jan-6	Jan-11	Jan-12	Jan-15
2	Jan-15	Jan-18	Jan-19	Jan-21	Jan-31	Jan-19	Jan-21	Jan-26	Jan-27	Jan-31
3	Jan-31	Feb-1	Feb-3	Feb-4	Feb-15	Feb-3	Feb-4	Feb-9	Feb-10	Feb-15
4	Feb-15	Feb-16	Feb-17	Feb-18	Feb-28	Feb-17	Feb-18	Feb-24	Feb-25	Feb-28
5	Feb-28	Mar-1	Mar-2	Mar-4	Mar-15	Mar-2	Mar-4	Mar-9	Mar-10	Mar-15
6	Mar-15	Mar-16	Mar-17	Mar-21	Mar-31	Mar-17	Mar-21	Mar-24	Mar-25	Mar-31
7	Mar-31	Apr-1	Apr-4	Apr-7	Apr-15	Apr-4	Apr-7	Apr-12	Apr-13	Apr-15
8	Apr-15	Apr-18	Apr-19	Apr-21	Apr-29	Apr-19	Apr-21	Apr-26	Apr-27	Apr-30
9	Apr-30	May-2	May-3	May-4	May-13	May-3	May-5	May-10	May-11	May-15
10	May-15	May-17	May-18	May-19	May-31	May-17	May-20	May-25	May-26	May-31
11	May-31	Jun-1	Jun-2	Jun-6	Jun-15	Jun-2	Jun-6	Jun-9	Jun-10	Jun-15
12	Jun-15	Jun-16	Jun-17	Jun-21	Jun-30	Jun-17	Jun-21	Jun-24	Jun-27	Jun-30
13	Jun-30	Jul-1	Jul-5	Jul-7	Jul-15	Jul-5	Jul-7	Jul-12	Jul-13	Jul-15
14	Jul-15	Jul-18	Jul-19	Jul-21	Jul-29	Jul-19	Jul-21	Jul-26	Jul-27	Jul-31
15	Jul-31	Aug-1	Aug-3	Aug-5	Aug-15	Aug-3	Aug-5	Aug-10	Aug-11	Aug-15
16	Aug-15	Aug-16	Aug-18	Aug-22	Aug-31	Aug-18	Aug-22	Aug-25	Aug-26	Aug-31
17	Aug-31	Sep-1	Sep-2	Sep-7	Sep-15	Sep-2	Sep-7	Sep-12	Sep-12	Sep-15
18	Sep-15	Sep-16	Sep-19	Sep-22	Sep-30	Sep-19	Sep-22	Sep-27	Sep-28	Sep-30
19	Sep-30	Oct-1	Oct-4	Oct-6	Oct-14	Oct-4	Oct-6	Oct-11	Oct-12	Oct-15
20	Oct-15	Oct-17	Oct-19	Oct-21	Oct-31	Oct-19	Oct-21	Oct-26	Oct-27	Oct-31
21	Oct-31	Nov-1	Nov-2	Nov-4	Nov-15	Nov-2	Nov-4	Nov-9	Nov-10	Nov-15
22	Nov-15	Nov-16	Nov-17	Nov-18	Nov-30	Nov-17	Nov-18	Nov-23	Nov-25	Nov-30
23	Nov-30	Dec-1	Dec-2	Dec-6	Dec-15	Dec-2	Dec-6	Dec-9	Dec-12	Dec-15
24	Dec-15	Dec-16	Dec-19	Dec-20	Dec-30	Dec-19	Dec-20	Dec-23	Dec-27	Dec-31

As a reminder, if an employee's timesheet is not received, a payroll warrant might 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 is received after 12:00 p.m. on the due date noted above, we cannot guarantee it will be processed.

Cash ins should be submitted separately to payroll via faxed or scan - <u>DO NOT ATTACH TO TIMESHEETS</u>

The above dates are subject to change upon implementation of the new ASSET system.