

## 2012 PAYROLL PROCESSING SCHEDULE

### BIWEEKLY PAYROLL

PAY PERIOD		PAPERWORK DUE TO HR	DEADLINE FOR TAS 2:00 PM	PAY REQUESTS DUE TO PAYROLL AT 5:00 PM	PAYROLL RUN DATE	PAY DATE
<i>to</i>	<i>from</i>					
12/25/11	01/07/12	01/04/12	01/09/12	01/09/12	01/10/12	01/13/12
01/08/12	01/21/12	01/18/12	01/23/12	01/23/12	01/24/12	01/27/12
01/22/12	02/04/12	02/01/12	02/06/12	02/06/12	02/07/12	02/10/12
02/05/12	02/18/12	02/15/12	02/20/12	02/20/12	02/21/12	02/24/12
02/19/12	03/03/12	02/29/12	03/05/12	03/05/12	03/06/12	03/09/12
03/04/12	03/17/12	03/14/12	03/19/12	03/19/12	03/20/12	03/23/12
03/18/12	03/31/12	03/28/12	04/02/12	04/02/12	04/03/12	04/06/12
04/01/12	04/14/12	04/11/12	04/16/12	04/16/12	04/17/12	04/20/12
04/15/12	04/28/12	04/25/12	04/30/12	04/30/12	05/01/12	05/04/12
04/29/12	05/12/12	05/09/12	05/14/12	05/14/12	05/15/12	05/18/12
05/13/12	05/26/12	05/23/12	**	**	05/29/12	06/01/12
05/27/12	06/09/12	06/06/12	06/11/12	06/11/12	06/12/12	06/15/12
06/10/12	06/23/12	06/20/12	06/25/12	06/25/12	06/26/12	06/29/12
06/24/12	07/07/12	07/03/12	07/09/12	07/09/12	07/10/12	07/13/12
07/08/12	07/21/12	07/18/12	07/23/12	07/23/12	07/24/12	07/27/12
07/22/12	08/04/12	08/01/12	08/06/12	08/06/12	08/07/12	08/10/12
08/05/12	08/18/12	08/15/12	08/20/12	08/20/12	08/21/12	08/24/12
08/19/12	09/01/12	08/29/12	***	***	09/04/12	09/07/12
09/02/12	09/15/12	09/12/12	09/17/12	09/17/12	09/18/12	09/21/12
09/16/12	09/29/12	09/26/12	10/01/12	10/01/12	10/02/12	10/05/12
09/30/12	10/13/12	10/10/12	10/15/12	10/15/12	10/16/12	10/19/12
10/14/12	10/27/12	10/24/12	10/29/12	10/29/12	10/30/12	11/02/12
10/28/12	11/10/12	11/07/12	11/12/12	11/12/12	11/13/12	11/16/12
11/11/12	11/24/12	11/20/12	11/26/12	11/26/12	11/27/12	11/30/12
11/25/12	12/08/12	12/05/12	12/10/12	12/10/12	12/11/12	12/14/12
12/09/12	12/22/12	12/19/12	****	****	12/26/12	12/28/12
12/23/12	01/05/13	01/02/13	01/07/13	01/07/13	01/08/13	01/11/13

\*\* Holiday Change, TAS due 05/29/12 at 10:00 am, Pay Request due 9:00 am

\*\*\* Holiday Change, TAS due 09/04/12 at 10:00 am, Pay Request due 9:00 am

\*\*\*\* Holiday Change, TAS due 12/26/12 at 10:00 am, Pay Request due 9:00 am

### MONTHLY PAYROLL

### Supplemental Payrolls

PAY PERIOD	PAPERWORK DUE TO HR	PAYROLL RUN DATE	PAY DATE	PAY REQUESTS DUE BY 5:00 PM	RUN DATE	PAY DATE
January-12	01/20/12	01/26/12	01/31/12	01/06/12	01/09/12	01/13/12
February-12	02/17/12	02/23/12	02/29/12	02/09/12	02/10/12	02/15/12
March-12	03/21/12	03/27/12	03/30/12	03/09/12	03/12/12	03/15/12
April-12	04/19/12	04/25/12	04/30/12	04/09/12	04/10/12	04/13/12
May-12	05/18/12	05/25/12	05/31/12	05/09/12	05/10/12	05/15/12
June-12	06/15/12	06/22/12	06/29/12	06/08/12	06/11/12	06/15/12
July-12	07/20/12	07/26/12	07/31/12	07/06/12	07/09/12	07/13/12
August-12	08/22/12	08/28/12	08/31/12	08/09/12	08/10/12	08/15/12
September-12	09/19/12	09/25/12	09/28/12	09/10/12	09/11/12	09/14/12
October-12	10/19/12	10/25/12	10/31/12	10/09/12	10/10/12	10/15/12
November-12	11/15/12	11/21/12	11/30/12	11/09/12	11/12/12	11/15/12
December-12	12/14/11	12/21/12	12/28/12	12/07/12	12/10/12	12/14/12

**\* Please Note: All Pay Requests are due in the Payroll Dept by 5:00pm the day before the Payroll Run Date. Any requests received after the date will be processed in the next available cycle.**

**MONTHLY PAYROLL SCHEDULE FOR TEC DOCs**

PAY PERIOD	HRAF'S DUE TO TEC ADMIN	PAPERWORK DUE TO HR	EOM Supp Pay Req DUE TO TEC ADMIN	PAPERWORK DUE IN EU PAYROLL	PAYROLL RUN DATE	PAY DATE
January-12	01/16/12	01/20/12	01/19/12	01/25/12	01/26/12	01/31/12
February-12	02/13/12	02/17/12	02/16/12	02/22/12	02/23/12	02/29/12
March-12	03/15/12	03/21/12	03/20/12	03/26/12	03/27/12	03/30/12
April-12	04/13/12	04/19/12	04/18/12	04/24/12	04/25/12	04/30/12
May-12	05/14/12	05/18/12	05/18/12	05/24/12	05/25/12	05/31/12
June-12	06/06/12	06/15/12	06/15/12	06/21/12	06/22/12	06/29/12
July-12	07/16/12	07/20/12	07/19/12	07/25/12	07/26/12	07/31/12
August-12	08/16/12	08/22/12	08/21/12	08/27/12	08/28/12	08/31/12
September-12	09/13/12	09/19/12	09/18/12	09/24/12	09/25/12	09/28/12
October-12	10/15/12	10/19/12	10/18/12	10/24/12	10/25/12	10/31/12
November-12	11/09/12	11/15/12	11/14/12	11/20/12	11/21/12	11/30/12
December-12	12/10/12	12/14/11	12/17/12	12/20/12	12/21/12	12/28/12

**Supplemental Payrolls**

REQUESTS DUE TO TO TEC ADMIN	PAY REQUESTS DUE IN PAYROLL 5PM	RUN DATE	PAY DATE
1/3/2012	01/06/12	01/09/12	01/13/12
2/6/2012	02/09/12	02/10/12	02/15/12
3/6/2012	03/09/12	03/12/12	03/15/12
4/4/2012	04/09/12	04/10/12	04/13/12
5/4/2012	05/09/12	05/10/12	05/15/12
6/5/2012	06/08/12	06/11/12	06/15/12
7/3/2012	07/06/12	07/09/12	07/13/12
8/6/2012	08/09/12	08/10/12	08/15/12
9/5/2012	09/10/12	09/11/12	09/14/12
10/4/2012	10/09/12	10/10/12	10/15/12
11/6/2012	11/09/12	11/12/12	11/15/12
12/4/2012	12/07/12	12/10/12	12/14/12