

## 2013 Human Resource/Payroll Working Calendar

### Bi-Weekly Employees

Pay Frequency: 41

Pay Run ID (for Payroll use only)	Pay Period	Employee Data Changes/ Timesheets <small>(approved)</small> <small>in HRMS)</small> <b><u>Due in Payroll by 5:00 pm</u></b>	Pay Date
4128012026	12/07/2012 - 12/20/2012	<b>12/14/2012 *</b>	01/07/2013
4128012001	12/21/2012 - 01/03/2013	<b>01/04/2013</b>	01/18/2013
4128013002	01/04/2013 - 01/17/2013	<b>01/18/2013</b>	02/04/2013
4128013003	01/18/2013 - 01/31/2013	<b>02/01/2013</b>	02/15/2013
4128013004	02/01/2013 - 02/14/2013	<b>02/15/2013</b>	03/04/2013
4128013005	02/15/2013 - 02/28/2013	<b>03/01/2013</b>	03/18/2013
4128013006	03/01/2013 - 03/14/2013	<b>03/15/2013</b>	04/01/2013
4128013007	03/15/2013 - 03/28/2013	<b>03/29/2013</b>	04/15/2013
4128013008	03/29/2013 - 04/11/2013	<b>04/12/2013</b>	04/29/2013
4128013009	04/12/2013 - 04/25/2013	<b>04/26/2013</b>	05/13/2013
4128013010	04/26/2013 - 05/09/2013	<b>05/10/2013</b>	05/24/2013
4128013011	05/10/2013 - 05/23/2013	<b>05/24/2013</b>	06/10/2013
4128013012	05/24/2013 - 06/06/2013	<b>06/07/2013</b>	06/24/2013
4128013013	06/07/2013 - 06/20/2013	<b>06/21/2013</b>	07/08/2013
4128013014	06/21/2013 - 07/04/2013	<b>07/05/2013</b>	07/22/2013
4128013015	07/05/2013 - 07/18/2013	<b>07/19/2013</b>	08/05/2013
4128013016	07/19/2013 - 08/01/2013	<b>08/02/2013</b>	08/19/2013
4128013017	08/02/2013 - 08/15/2013	<b>08/16/2013</b>	08/30/2013
4128013018	08/16/2013 - 08/29/2013	<b>08/30/2013</b>	09/16/2013
4128013019	08/30/2013 - 09/12/2013	<b>09/13/2013</b>	09/30/2013
4128013020	09/13/2013 - 09/26/2013	<b>09/27/2013</b>	10/11/2013
4128013021	09/27/2013 - 10/10/2013	<b>10/11/2013</b>	10/28/2013
4128013022	10/10/2013 - 10/24/2013	<b>10/25/2013</b>	11/08/2013
4128013023	10/25/2013 - 11/07/2013	<b>11/08/2013</b>	11/25/2013
4128013024	11/08/2013 - 11/21/2013	<b>11/22/2013 *</b>	12/09/2013
4128013025	11/22/2013 - 12/05/2013	<b>12/06/2013</b>	12/23/2013
4128013026	12/06/2013 - 12/19/2013	<b>12/20/2013 *</b>	01/07/2014

\* In order to accommodate holiday processing schedules, timesheets for the 12/07 to 20/2012, 11/08 to 21/2013, and 12/06 to 19/2013 pay periods ***must be approved in HRMS by 12:00 pm on 12/14/2012, 11/22/2013, and 12/20/2013***, respectively.

**Please note:** Employee data changes and timesheets not APPROVED in HRMS by the dates indicated above will be processed in the FOLLOWING pay period cycle. **NO EXCEPTIONS.**