

2012 TIME SHEET DATES TO REMEMBER:**Pay Period 1 Pay Date: January 6, 2012**

December 18, 2011	Pay Period Start Date
December 29, 2011	Employee Time Sheets Due
December 31, 2011	Pay Period End Date
January 3, 2012	Approve Time Sheet by 10am

Pay Period 2 Pay Date: January 20, 2012

January 1, 2012	Pay Period Start Date
January 13, 2012	Employee Time Sheets Due
January 14, 2012	Pay Period End Date
January 17, 2012	Approve Time Sheet by 10 am

Pay Period 3 Pay Date: February 3, 2012

January 15, 2012	Pay Period Start Date
January 27, 2012	Employee Time Sheets Due
January 28, 2012	Pay Period End Date
January 30, 2012	Approve Time Sheet by noon

Pay Period 4 Pay Date: February 17, 2012

January 29, 2012	Pay Period Start Date
February 10, 2012	Employee Time Sheets Due
February 11, 2012	Pay Period End Date
February 13, 2012	Approve Time Sheet by noon

Pay Period 5 Pay Date: March 2, 2012

February 12, 2012	Pay Period Start Date
February 24, 2012	Employee Time Sheets Due
February 25, 2012	Pay Period End Date
February 27, 2012	Approve Time Sheet by noon

Pay Period 6 Pay Date: March 16, 2012

February 26, 2012	Pay Period Start Date
March 9, 2012	Employee Time Sheets Due
March 10, 2012	Pay Period End Date
March 12, 2012	Approve Time Sheet by noon

Pay Period 7 Pay Date: March 30, 2012

March 11, 2012	Pay Period Start Date
March 23, 2012	Employee Time Sheets Due
March 24, 2012	Pay Period End Date
March 26, 2012	Approve Time Sheet by noon

Pay Period 8 Pay Date: April 13, 2012

March 25, 2012	Pay Period Start Date
April 5, 2012	Employee Time Sheets Due

Pay Period 14 Pay Date: July 6, 2012

June 17, 2012	Pay Period Start Date
June 29, 2012	Employee Time Sheets Due
June 30, 2012	Pay Period End Date
July 2, 2012	Approve Time Sheets by 10am

Pay Period 15 Pay Date: July 20, 2012

July 1, 2012	Pay Period Start Date
July 13, 2012	Employee Time Sheets Due
July 14, 2012	Pay Period End Date
July 16, 2012	Approve Time Sheet by noon

Pay Period 16 Pay Date: August 3, 2012

July 15, 2012	Pay Period Start Date
July 27, 2012	Employee Time Sheets Due
July 28, 2012	Pay Period End Date
July 30, 2012	Approve Time Sheet by noon

Pay Period 17 Pay Date: August 17, 2012

July 29, 2012	Pay Period Start Date
August 10, 2012	Employee Time Sheets Due
August 11, 2012	Pay Period End Date
August 13, 2012	Approve Time Sheet by noon

Pay Period 18 Pay Date: August 31, 2012

August 12, 2012	Pay Period Start Date
August 24, 2012	Employee Time Sheets Due
August 25, 2012	Pay Period End Date
August 27, 2012	Approve Time Sheet by noon

Pay Period 19 Pay Date: September 14, 2012

August 26, 2012	Pay Period Start Date
September 7, 2012	Employee Time Sheets Due
September 8, 2012	Pay Period End Date
September 10, 2012	Approve Time Sheet by noon

Pay Period 20 Pay Date: September 28, 2012

September 9, 2012	Pay Period Start Date
September 21, 2012	Employee Time Sheets Due
September 22, 2012	Pay Period End Date
September 24, 2012	Approve Time Sheet by noon

Pay Period 21 Pay Date: October 12, 2012

September 23, 2012	Pay Period Start Date
October 5, 2012	Employee Time Sheets Due

April 7, 2012	Pay Period End Date
April 9, 2012	Approve Time Sheet by noon

October 6, 2012	Pay Period End Date
October 9, 2012	Approve Time Sheet by 10am

Pay Period 9	Pay Date: April 27, 2012
April 8, 2012	Pay Period Start Date
April 20, 2012	Employee Time Sheets Due
April 21, 2012	Pay Period End Date
April 23, 2012	Approve Time Sheet by noon

Pay Period 22	Pay Date: October 26, 2012
October 7, 2012	Pay Period Start Date
October 19, 2012	Employee Time Sheets Due
October 20, 2012	Pay Period End Date
October 22, 2012	Approve Time Sheet by noon

Pay Period 10	Pay Date: May 11, 2012
April 22, 2012	Pay Period Start Date
May 4, 2012	Employee Time Sheets Due
May 5, 2012	Pay Period End Date
May 7, 2012	Approve Time Sheet by noon

Pay Period 23	Pay Date: November 9, 2012
October 21, 2012	Pay Period Start Date
November 2, 2012	Employee Time Sheets Due
November 3, 2012	Pay Period End Date
November 5, 2012	Approve Time Sheet by noon

Pay Period 11	Pay Date: May 25, 2012
May 6, 2012	Pay Period Start Date
May 18, 2012	Employee Time Sheets Due
May 19, 2012	Pay Period End Date
May 21, 2012	Approve Time Sheet by noon


Pay Period 24	Pay Date: November 23, 2012
November 4, 2012	Pay Period Start Date
November 16, 2012	Employee Time Sheets Due
November 17, 2012	Pay Period End Date
November 19, 2012	Approve Time Sheet by 10 am

Pay Period 12	Pay Date: June 8, 2012
May 20, 2012	Pay Period Start Date
June 1, 2012	Employee Time Sheets Due
June 2, 2012	Pay Period End Date
June 4, 2012	Approve Time Sheet by noon

Pay Period 25	Pay Date: December 7, 2012
November 18, 2012	Pay Period Start Date
November 30, 2012	Employee Time Sheets Due
December 1, 2012	Pay Period End Date
December 3, 2012	Approve Time Sheet by noon

Pay Period 13	Pay Date: June 22, 2012
June 3, 2012	Pay Period Start Date
June 15, 2012	Employee Time Sheets Due
June 16, 2012	Pay Period End Date
June 18, 2012	Approve Time Sheet by noon

Pay Period 26	Pay Date: December 21, 2012
December 2, 2012	Pay Period Start Date
December 14, 2012	Employee Time Sheets Due
December 15, 2012	Pay Period End Date
December 17, 2012	Approve Time Sheet by noon

 indicates exception date/time