

2012
EMPLOYEE
 Timesheet/Web Time Entry/Approval
 Deadlines

Pay Period Range	Employee Timesheet/Web Time Entry Due	Supervisor Web Time Approval Due	PAY DAY
Dec. 9 to 31 -2011	Jan. 2	Jan. 4	Jan. 13
Jan. 1 - 15	Jan. 16	Jan. 18	Jan. 31
Jan. 16 - 31	Feb. 1	Feb. 3	Feb. 15
Feb. 1 - 15	Feb. 16	Feb. 20	Feb. 29
Feb. 16 - 29	Mar. 1	Mar. 5	Mar. 15
Mar. 1 - 15	Mar. 16	Mar. 20	Mar. 30
Mar. 16 - 31	Apr.2	Apr. 4	Apr. 13
Apr. 1 - 15	Apr. 16	Apr. 18	Apr. 30
Apr. 16 - 30	May 1	May 3	May 15
May 1 - 15	May 16	May 18	May 31
May 16 - 31	June 1	June 5	June 15
June 1 - 15	June 18	June 20	June 29
June 16 - 30	July 2	July 3	July 13
July 1 - 15	July 16	July 18	July 31
July 16 - 31	Aug. 1	Aug. 3	Aug. 15
Aug. 1 - 15	Aug. 16	Aug. 20	Aug. 31
Aug. 16 - 31	Sept. 4	Sept. 5	Sept. 14
Sept. 1- - 15	Sept. 17	Sept. 19	Sept. 28
Sept. 16 - 30	Oct. 1	Oct. 3	Oct. 15
Oct. 1 - 15	Oct. 16	Oct. 18	Oct. 31
Oct. 16 - 31	Nov. 1	Nov. 5	Nov. 15
Nov. 1 - 15	Nov. 16	Nov. 19	Nov. 30
Nov. 16 - 30	Dec. 3	Dec. 5	Dec. 14
Dec. 1 - 15	TBA	TBA	TBA
Dec. 16 - 31	TBA	TBA	TBA