

Bi-Weekly Payroll Calendar

December 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 BW Pay Period Starts. HPR Deadline at 5pm for 12/8 – 12/14 start dates. DTA deadline for wkd hours @ 12pm. No addtl pay or MSS transactions.	2 Payroll being confirmed; No addtl pay or MSS transactions	3 Payroll confirmed Resume normal processing	4	5 PAY DAY (11/17-11/30)	6
7	8 HPR Deadline at 5pm for 12/15 – 12/21 start dates.	9	10	11 Deadline to submit MSS transactions at 5pm for paycheck 12/19. Payroll processing begins	12 DTA Deadline @ 5pm No addtl pay or MSS transactions.	13 No addtl pay or MSS transactions.
14 BW Pay Period ends: 12/1-12/14. No addtl pay or MSS transactions.	15 BW Pay Period Starts. HPR Deadline at 5pm for 12/22 – 12/28 start dates. DTA deadline for wkd hours @ 12pm. No addtl pay or MSS transactions.	16 Payroll being confirmed; No addtl pay or MSS transactions	17 Payroll confirmed Resume normal processing	18	19 PAY DAY (12/1-12/14)	20
21	22 HPR Deadline at 5pm for 12/29 – 1/4 start dates. Deadline to submit MSS transactions at 5pm for paycheck 1/2/09. Payroll processing	23 No addtl pay or MSS transactions	24 DTA deadline for wkd hours @ 12pm. No addtl pay or MSS transactions..	25 CHRISTMAS HOLIDAY	26 CHRISTMAS HOLIDAY	27 No addtl pay or MSS transactions.
28 BW Pay Period ends: 12/15-12/28. No addtl pay or MSS transactions.	29 BW Pay Period Starts. HPR Deadline at 5pm for 1/5 – 1/11 start dates. Payroll confirmed	30 Resume normal processing	31	This calendar was created by the HR Payroll Staff. If you have any questions, please contact a Payroll Representative 480.965.2701. NOTE: HPR submittal deadlines are due the Monday (1 week) before the employee starts.		