

# Bi-Weekly Payroll Calendar

# November 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>This calendar was created by the HR Payroll Staff.            If you have any questions, please contact a Payroll Representative 480.965.2701.  <b>NOTE:</b> HPR submittal deadlines are due the Monday (1 week) before the employee starts.</p>						<p>1            No addtl pay or MSS transactions.</p>
<p>2 BW Pay Period ends: 10/20-11/2. No addtl pay or MSS transactions.</p>	<p>3 BW Pay Period Starts. <b>HPR Deadline at 5pm for 11/10 – 11/16 start dates.</b> DTA deadline for wkd hours @ 12pm. NO changes.</p>	<p>4 Payroll being confirmed; No addtl pay or MSS transactions hires/changes</p>	<p>5 Payroll confirmed  Resume normal processing</p>	<p>6</p>	<p>7  <b>PAY DAY (10/20-11/2)</b></p>	<p>8</p>
<p>9</p>	<p>10 <b>HPR Deadline at 5pm for 11/17 – 11/23 start dates.</b></p>	<p><b>11 VETERANS DAY HOLIDAY</b></p>	<p>12</p>	<p>13 Deadline to submit MSS transactions at 5pm for paycheck 11/21. Payroll processing begins</p>	<p>14 DTA Deadline @ 5pm No addtl pay or MSS transactions.</p>	<p>15 No addtl pay or MSS transactions.</p>
<p>16 BW Pay Period ends: 11/3-11/16 No addtl pay or MSS transactions.</p>	<p>17 BW Pay Period Starts. <b>HPR Deadline at 5pm for 11/24 – 11/30 start dates.</b> DTA deadline for wkd hours @ 12pm. NO changes.</p>	<p>18 Payroll being confirmed; No addtl pay or MSS transactions hires/changes</p>	<p>19 Payroll confirmed  Resume normal processing</p>	<p>20</p>	<p>21  <b>PAY DAY (11/3-11/16)</b></p>	<p>22</p>
<p>23</p>	<p>24 <b>HPR Deadline at 5pm for 12/1 – 12/7 start dates.</b> Deadline to submit addtl pay, corrects, ad hoc for pay check on 12/5/08</p>	<p>25</p>	<p>26 Payroll processing begins. DTA Deadline @ 5pm NO changes.</p>	<p><b>27 THANKSGIVING HOLIDAY</b></p>	<p><b>28 THANKSGIVING HOLIDAY</b></p>	<p>29 No addtl pay or MSS transactions.</p>
<p>30 BW Pay Period ends: 11/17-11/30. No addtl pay or MSS transactions.</p>						