

Bi-Weekly Payroll Calendar

August 2008

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---|---|---|---|---|---|
| This calendar is 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. | | | | | 1 PAY DAY (7/14-7/27) | 2 |
| 3 | 4 HPR Deadline at 5pm for 8/11 – 8/17 start dates. | 5 | 6 | 7 Deadline to submit MSS transactions at 5pm for paycheck 8/15. Payroll processing begins | 8 DTA Deadline @ 5pm No addtl pay or MSS transactions. | 9 No addtl pay or MSS transactions. |
| 10 BW Pay Period ends: 7/28-8/10. No addtl pay or MSS transactions. | 11 BW Pay Period Starts. HPR Deadline at 5pm for 8/18 – 8/24 start dates. DTA deadline for wkd hours @ 12pm. No addtl pay or MSS transactions. | 12 Payroll being confirmed; No addtl pay or MSS transactions | 13 Payroll confirmed Resume normal processing | 14 | 15 PAY DAY (7/28-8/10) | 16 |
| 17 | 18 HPR Deadline at 5pm for 8/25 – 8/31 start dates. | 19 | 20 | 21 Deadline to submit MSS transactions at 5pm for paycheck 8/29. Payroll processing begins | 22 DTA Deadline @ 5pm No addtl pay or MSS transactions. | 23 No addtl pay or MSS transactions. |
| 24 BW Pay Period ends: 8/11-8/24. No addtl pay or MSS transactions. | 25 BW Pay Period Starts. HPR Deadline at 5pm for 9/1 – 9/7 start dates. DTA deadline for wkd hours @ 12pm. No addtl pay or MSS transactions. | 26 Payroll being confirmed; No addtl pay or MSS transactions | 27 Payroll confirmed Resume normal processing | 28 | 29 HPR Deadline at 5pm for 9/8 – 9/14 start dates. PAY DAY (8/11-8/24) | 30 |
| 31 | | | | | | |