

# Bi-Weekly Payroll Calendar

## July 2008

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