

Bi-Weekly Payroll Calendar

October 2008

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