

Bi-Weekly Payroll Calendar

September 2008

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