

**2012**  
**BI-WEEKLY PAY PERIOD SCHEDULE**  
**FOR ALL**  
**FULL-TIME & PART-TIME REGULAR STAFF MEMBERS**

Pay Periods		Timesheets are due in Payroll on the following dates		PAY DATES	
01	DECEMBER 25 - JANUARY 7	JANUARY 9	JANUARY 9	JANUARY 6, 2012	
02	JANUARY 8 - JANUARY 21	JANUARY 23	JANUARY 23	JANUARY 20	
03	JANUARY 22 - FEBRUARY 4	FEBRUARY 6	FEBRUARY 6	FEBRUARY 3	
04	FEBRUARY 5 - FEBRUARY 18	FEBRUARY 20	FEBRUARY 20	FEBRUARY 17	
05	FEBRUARY 19 - MARCH 3	MARCH 5	MARCH 5	MARCH 2	
06	MARCH 4 - MARCH 17	MARCH 19	MARCH 19	MARCH 16	
07	MARCH 18 - MARCH 31	APRIL 2	APRIL 2	MARCH 30	
08	APRIL 1 - APRIL 14	APRIL 16	APRIL 16	APRIL 13	
09	APRIL 15 - APRIL 28	APRIL 30	APRIL 30	APRIL 27	
10	APRIL 29 - MAY 12	MAY 14	MAY 14	MAY 11	
11	MAY 13 - MAY 26	MAY 28	MAY 28	MAY 25	
12	MAY 27 - JUNE 9	JUNE 11	JUNE 11	JUNE 8	
13	JUNE 10 - JUNE 23	JUNE 25	JUNE 25	JUNE 22	
14	JUNE 24 - JULY 7	JULY 9	JULY 9	JULY 6	
15	JULY 8 - JULY 21	JULY 23	JULY 23	JULY 20	
16	JULY 22 - AUGUST 4	AUGUST 7	AUGUST 7	AUGUST 3	
17	AUGUST 5 - AUGUST 18	AUGUST 20	AUGUST 20	AUGUST 17	
18	AUGUST 19 - SEPTEMBER 1	SEPTEMBER 4	SEPTEMBER 4	AUGUST 31	
19	SEPTEMBER 2 - SEPTEMBER 15	SEPTEMBER 17	SEPTEMBER 17	SEPTEMBER 14	
20	SEPTEMBER 16 - SEPTEMBER 29	OCTOBER 1	OCTOBER 1	SEPTEMBER 28	
21	SEPTEMBER 30 - OCTOBER 13	OCTOBER 15	OCTOBER 15	OCTOBER 12	
22	OCTOBER 14 - OCTOBER 27	OCTOBER 29	OCTOBER 29	OCTOBER 26	
23	OCTOBER 28 - NOVEMBER 10	NOVEMBER 13	NOVEMBER 13	NOVEMBER 9	
24	NOVEMBER 11 - NOVEMBER 24	NOVEMBER 26	NOVEMBER 26	NOVEMBER 23	
25	NOVEMBER 25 - DECEMBER 8	DECEMBER 10	DECEMBER 10	DECEMBER 7	
26	DECEMBER 9 - DECEMBER 22	DECEMBER 20	DECEMBER 20	DECEMBER 21	
01	DECEMBER 23 - JANUARY 5	JANUARY 7	JANUARY 7	JANUARY 04, 2013	

TIMESHEETS SHOULD BE PREPARED, APPROVED AND DELIVERED TO THE PAYROLL DEPARTMENT BY THE DUE DATE.

AUTHORIZING SIGNATURES SHOULD BE MADE AVAILABLE TO THE EMPLOYEES TO PREVENT DELAYED DELIVERY OF TIMESHEETS.

TIMESHEETS DO NOT HAVE TO BE SIGNED BY THE EMPLOYEE. THEY SHOULD NOT BE HELD BACK FOR THE EMPLOYEE'S SIGNATURE.

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**IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE SCHEDULE, PLEASE  
CONTACT THE PAYROLL DEPARTMENT (Payroll Fax: 527-5699)**

**IF YOUR LAST NAME FALLS BETWEEN A - K CONTACT DEBBIE @ LOCAL 5102**

**IF YOUR LAST NAME FALLS BETWEEN L - Z CONTACT DARLENE @ LOCAL 5386**

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