

PAYROLL SCHEDULES AND DEADLINES-2008

*Transactions must be in Payroll - East Teams have earlier deadlines departments must meet

Bi-Weekly												Monthly								
PP #	Begin Date	DAY	End Date	DAY	*Additional Pay, Job Changes for current pay period Historical Edits for Previous Period	DAY	Black Out	DAY	Check Date	DAY	Deduction Type for Checks	* Additional Pay, Job Changes for current pay period	DAY	Leave Time Deadline	DAY	Black Out	DAY	Check Date	DAY	
1	08/25/07	Sat	09/07/07	Fri	09/06/07	Thu	09/11/07	Tue	09/14/07	Fri	INSURANCE									
2	09/08/07	Sat	09/21/07	Fri	09/20/07	Thu	09/25/07	Tue	09/28/07	Fri	OPTIONAL	09/17/07	Mon	09/19/07	Wed	09/20/07	Thu	10/01/07	Mon	
3	09/22/07	Sat	10/05/07	Fri	10/04/07	Thu	10/09/07	Tue	10/12/07	Fri	INSURANCE									
4	10/06/07	Sat	10/19/07	Fri	10/18/07	Thu	10/23/07	Tue	10/26/07	Fri	OPTIONAL	10/22/07	Mon	10/24/07	Wed	10/25/07	Thu	11/01/07	Thu	
5	10/20/07	Sat	11/02/07	Fri	11/01/07	Thu	11/06/07	Tue	11/09/07	Fri	INSURANCE									
6	11/03/07	Sat	11/16/07	Fri	11/15/07	Thu	11/20/07	Tue	11/23/07	Fri	OPTIONAL	11/21/07	Wed	11/26/07	Mon	11/27/07	Tue	12/03/07	Mon	
7	11/17/07	Sat	11/30/07	Fri	11/29/07	Thu	12/04/07	Tue	12/07/07	Fri	MANDATORY									
8	12/01/07	Sat	12/14/07	Fri	12/13/07	Thu	12/18/07	Tue	12/21/07	Fri	INSURANCE	12/17/07	Mon	12/19/07	Wed	12/20/07	Thu	01/02/08	Wed	
9	12/15/07	Sat	12/28/07	Fri	12/27/07	Thu	01/01/08	Tue	01/04/08	Fri	OPTIONAL									
10	12/29/07	Sat	01/11/08	Fri	01/10/08	Thu	01/15/08	Tue	01/18/08	Fri	INSURANCE	01/18/08	Fri	01/23/08	Wed	01/24/08	Thu	02/01/08	Fri	
11	01/12/08	Sat	01/25/08	Fri	01/24/08	Thu	01/29/08	Tue	02/01/08	Fri	OPTIONAL									
12	01/26/08	Sat	02/08/08	Fri	02/07/08	Thu	02/12/08	Tue	02/15/08	Fri	INSURANCE	02/15/08	Fri	02/20/08	Wed	02/21/08	Thu	03/03/08	Mon	
13	02/09/08	Sat	02/22/08	Fri	02/21/08	Thu	02/26/08	Tue	02/29/08	Fri	OPTIONAL									
14	02/23/08	Sat	03/07/08	Fri	03/06/08	Thu	03/11/08	Tue	03/14/08	Fri	INSURANCE	03/17/08	Mon	03/19/08	Wed	03/20/08	Thu	04/01/08	Tue	
15	03/08/08	Sat	03/21/08	Fri	03/20/08	Thu	03/25/08	Tue	03/28/08	Fri	OPTIONAL									
16	03/22/08	Sat	04/04/08	Fri	04/03/08	Thu	04/08/08	Tue	04/11/08	Fri	INSURANCE	04/18/08	Mon	04/23/08	Wed	04/24/08	Thu	05/01/08	Thu	
17	04/05/08	Sat	04/18/08	Fri	04/17/08	Thu	04/22/08	Tue	04/25/08	Fri	OPTIONAL									
18	04/19/08	Sat	05/02/08	Fri	05/01/08	Thu	05/06/08	Tue	05/09/08	Fri	INSURANCE	05/19/08	Mon	05/23/08	Fri	05/27/08	Tue	06/02/08	Mon	
19	05/03/08	Sat	05/16/08	Fri	05/15/08	Thu	05/20/08	Tue	05/23/08	Fri	OPTIONAL									
20	05/17/08	Sat	05/30/08	Fri	05/29/08	Thu	06/03/08	Tue	06/06/08	Fri	MANDATORY	06/20/08	Fri	06/24/08	Tue	06/25/08	Wed	07/01/08	Tue	
21	05/31/08	Sat	06/13/08	Fri	06/12/08	Thu	06/17/08	Tue	06/20/08	Fri	INSURANCE									
22	06/14/08	Sat	06/27/08	Fri	06/26/08	Thu	07/01/08	Tue	07/03/08	Thu	OPTIONAL	07/21/08	Mon	07/23/08	Wed	07/24/08	Thu	08/01/08	Fri	
23	06/28/08	Sat	07/11/08	Fri	07/10/08	Thu	07/15/08	Tue	07/18/08	Fri	INSURANCE									
24	07/12/08	Sat	07/25/08	Fri	07/24/08	Thu	07/29/08	Tue	08/01/08	Fri	OPTIONAL	08/18/08	Mon	08/20/08	Wed	08/21/08	Thu	09/02/08	Tue	
25	07/26/08	Sat	08/08/08	Fri	08/07/08	Thu	08/12/08	Tue	08/15/08	Fri	INSURANCE									
26	08/09/08	Sat	08/22/08	Fri	08/21/08	Thu	08/26/08	Tue	08/29/08	Fri	OPTIONAL									