

**PERSONNEL/PAYROLL
SCHEDULE 2012**

PP No.	Pay Period	PP Begins Saturday	PPF's Due in Human Resources	Run Mass Update	Enter Payroll	PP Ends Friday	Employee Paid
1	1201010	12/17/11	12/22/11	12/28/11	12/30/11	12/30/11	01/06/12
2	1201020	12/31/11	01/09/12	01/11/12	01/13/12	01/13/12	01/20/12
3	1201030	01/14/12	01/24/12	01/26/12	01/30/12	01/27/12	02/03/12
4	1201040	01/28/12	02/07/12	02/09/12	02/13/12	02/10/12	02/17/12
5	1201050	02/11/12	02/21/12	02/23/12	02/27/12	02/24/12	03/02/12
6	1201060	02/25/12	03/06/12	03/08/12	03/12/12	03/09/12	03/16/12
7	1201070	03/10/12	03/20/12	03/22/12	03/26/12	03/23/12	03/30/12
8	1201080	03/24/12	04/03/12	04/05/12	04/09/12	04/06/12	04/13/12
9	1201090	04/07/12	04/17/12	04/19/12	04/23/12	04/20/12	04/27/12
10	1201100	04/21/12	05/01/12	05/03/12	05/07/12	05/04/12	05/11/12
11	1201110	05/05/12	05/15/12	05/17/12	05/21/12	05/18/12	05/25/12
12	1201120	05/19/12	05/29/12	05/31/12	06/04/12	06/01/12	06/08/12
13	1201130	06/02/12	06/12/12	06/14/12	06/18/12	06/15/12	06/22/12
14	1201140	06/16/12	06/25/12	06/27/12	06/29/12	06/29/12	07/06/12
15	1201150	06/30/12	07/10/12	07/12/12	07/16/12	07/13/12	07/20/12
16	1201160	07/14/12	07/24/12	07/26/12	07/30/12	07/27/12	08/03/12
17	1201170	07/28/12	08/07/12	08/09/12	08/13/12	08/10/12	08/17/12
18	1201180	08/11/12	08/21/12	08/23/12	08/27/12	08/24/12	08/31/12
19	1201190	08/25/12	09/04/12	09/06/12	09/10/12	09/07/12	09/14/12
20	1201200	09/08/12	09/18/12	09/20/12	09/24/12	09/21/12	09/28/12
21	1201210	09/22/12	10/02/12	10/04/12	10/08/12	10/05/12	10/12/12
22	1201220	10/06/12	10/16/12	10/18/12	10/22/12	10/19/12	10/26/12
23	1201230	10/20/12	10/30/12	11/01/12	11/05/12	11/02/12	11/09/12
24	1201240	11/03/12	11/08/12	11/13/12	11/15/12	11/16/12	11/21/12
25	1201250	11/17/12	11/27/12	11/29/12	12/03/12	11/30/12	12/07/12
26	1201260	12/01/12	12/11/12	12/13/12	12/17/12	12/14/12	12/21/12
1	1301010	12/15/12	12/20/12	12/26/12	12/28/12	12/28/12	01/04/13

Early PPF's	Early Mass	Early Payroll
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PPFs must be received by the Human Resources Department by 5:00 p.m. on the due date indicated above to be processed for that pay period.

All timesheets must be entered and the approved confirmation sheet faxed to the Auditor's office no later than 11:00 a.m. on the due date indicated above.