

PAYROLL PERIODS, Paradox Master Files & HCM Record Entry Deadline Dates – 1/13/2012 – 01/11/2014

PAY PERIOD	Shortened Deadline	FIRST day for record entry in HCM	Requests to DHR/HRIS for entry into HCM	Last day for record entry in HCM	EXPENSES Due IN PAYROLL @ Noon WEDNESDAY	Time MASTERS Available THURSDAY PM	TIMESHEETS Due IN PAYROLL @ NOON WEDNESDAY	Payroll Production	PAY DAY
01/13/13 – 01/26/13		01/11/13	01/17/13	01/22/13	01/23/13	01/24/13	01/30/13	01/31/13	02/07/13
01/27/13 - 02/09/13		01/25/13	01/31/13	02/05/13	02/06/13	02/07/13	02/13/13	02/14/13	02/21/13
02/10/13 - 02/23/13		02/08/13	02/14/13	02/19/13	02/20/13	02/21/13	02/27/13	02/28/13	03/07/13
02/24/13 - 03/09/13	Town Meeting	02/22/13	02/28/13	03/04/13 (Mon)	03/06/13	03/07/13	03/13/13	03/14/13	03/21/13
03/10/13 - 03/23/13		03/08/13	03/14/13	03/19/13	03/20/13	03/21/13	03/27/13	03/28/13	04/04/13
03/24/13 - 04/06/13		03/22/13	03/28/13	04/02/13	04/03/13	04/04/13	04/10/13	04/11/13	04/18/13
04/07/13 - 04/20/13		04/05/13	04/11/13	04/16/13	04/17/13	04/18/13	04/24/13	04/25/13	05/02/13
04/21/13 - 05/04/13		04/19/13	04/25/13	04/30/13	05/01/13	05/02/13	05/08/13	05/09/13	05/16/13
05/05/13 - 05/18/13		05/03/13	05/09/13	05/14/13	05/15/13	05/16/13	05/22/13	05/23/13	05/30/13
05/19/13 - 06/01/13		05/17/13	05/23/13	05/28/13	05/29/13	05/30/13	06/05/13	06/06/13	06/13/13
06/02/13 - 06/15/13		05/31/13	06/06/13	06/11/13	06/12/13	06/13/13	06/19/13	06/20/13	06/27/13
06/16/13 - 06/29/13		06/14/13	06/20/13	06/25/13	06/26/13	06/27/13	7/2/2013 (Tues)	7/5/2013 (Fri)	07/11/13
06/30/13 - 07/13/13		06/28/13	07/05/13	07/09/13	07/10/13	07/11/13	07/17/13	07/18/13	07/25/13
07/14/13 - 07/27/13		07/12/13	07/18/13	07/23/13	07/24/13	07/25/13	07/31/13	08/01/13	08/08/13
07/28/13 - 08/10/13		07/26/13	08/01/13	08/06/13	08/07/13	08/08/13	08/14/13	08/19/13 (Mon)	08/22/13
08/11/13 - 08/24/13		08/09/13	08/15/13	08/20/13	08/21/13	08/22/13	08/28/13	08/29/13	09/05/13
08/25/13 - 09/07/13		08/23/13	08/29/13	09/03/13	09/04/13	09/05/13	09/11/13	09/12/13	09/19/13
09/08/13 - 09/21/13		09/06/13	09/12/13	09/17/13	09/18/13	09/19/13	09/25/13	09/26/13	10/03/13
09/22/13 - 10/05/13		09/20/13	09/26/13	10/01/13	10/02/13	10/03/13	10/09/13	10/10/13	10/17/13
10/06/13 - 10/19/13		10/04/13	10/10/13	10/15/13	10/16/13	10/17/13	10/23/13	10/24/13	10/31/13
10/20/13 - 11/02/13		10/18/13	10/24/13	10/29/13	10/30/13	10/31/13	11/06/13	11/07/13	11/14/13
11/03/13 - 11/16/13		11/01/13	11/07/13	11/12/13	11/13/13	11/14/13	11/20/13	11/21/13	11/27/13 (Wed)
11/17/13 - 11/30/13	Thanks giving	11/15/13	11/21/13	11/25/13 (Mon)	11/26/13 (Tue-NOON)	11/27/13 (Wed)	12/04/13	12/05/13	12/12/13
12/01/13 - 12/14/13		11/29/13	12/05/13	12/10/13	12/11/13	12/12/13	12/18/13	12/19/13	12/26/13
12/15/13 - 12/28/13	Christmas	12/13/13	12/19/13	12/23/13 (Mon)	12/23/13 (Mon-NOON)	12/26/13	12/31/13 (Tue-NOON)	01/03/14 (Fri)	01/09/14
12/29/13 - 01/11/14		12/27/13	01/02/14	01/07/14	01/08/14	01/09/14	01/15/14	01/16/14	01/23/14

NOTE: *DATES IN BOLD PRINT ARE A VARIATION FROM THE NORMAL SCHEDULE