

## 2012-2013 Payroll Schedule

### Q744 Payrolls (SREPP & PSOEP only)

Month		Staffing Close Date	Timekeeping Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/12/12	09/13/12	09/25/12	09/17/12	09/28/12	09/28/12
	2nd Half	09/25/12	09/26/12	10/10/12	10/01/12	10/15/12	10/15/12
Oct	1st Half	10/11/12	10/12/12	10/26/12	10/16/12	10/31/12	10/31/12
	2nd Half	10/26/12	10/29/12	11/09/12	10/31/12	11/15/12	11/15/12
Nov	1st Half	11/13/12	11/14/12	11/27/12	11/16/12	11/30/12	11/30/12
	2nd Half	11/28/12	11/29/12	12/11/12	12/03/12	12/14/12	12/14/12
Dec	1st Half	12/12/12	12/13/12	12/26/12	12/17/12	12/31/12	12/21/12
	2nd Half	01/02/13	01/03/12	01/10/13	01/07/13	01/15/13	01/15/13
Jan	1st Half	01/14/13	01/15/13	01/28/13	01/17/13	01/31/13	01/31/13
	2nd Half	01/30/13	01/31/13	02/12/13	02/04/13	02/15/13	02/15/13
Feb	1st Half	02/13/13	02/14/13	02/25/13	02/19/13	02/28/13	02/28/13
	2nd Half	02/27/13	02/28/13	03/12/13	03/04/13	03/15/13	03/15/13
Mar	1st Half	03/13/13	03/14/13	03/26/13	03/18/13	03/29/13	03/22/13
	2nd Half	03/28/13	03/29/13	04/10/13	04/02/13	04/15/13	04/15/13
Apr	1st Half	04/12/13	04/15/13	04/25/13	04/17/13	04/30/13	04/30/13
	2nd Half	04/29/13	04/30/13	05/10/13	05/02/13	05/15/13	05/15/13
May	1st Half	***05/06/13	05/07/13	05/28/13	05/09/13	05/31/13	05/31/13
	2nd Half	***05/13/13	05/14/13	06/11/13	05/16/13	06/14/13	06/14/13
June	1st Half	***05/16/13	05/17/13	06/25/13		06/28/13	06/26/13
	2nd Half	***					
July	1st Half	***					
	2nd Half	***					
Aug	1st Half	***					
	2nd Half						

All SREPP and PSOEP are paid on a positive basis for each day/hour worked.

As a result, there is one payroll period lag for timekeeping entries.

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Follow the PAYROLL ADMINISTRATION MEMORANDUM End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payroll

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The EIS bulletin board is a source for information regarding the payroll /timekeeping close dates and any changes made to them.