



## 2012 Time Sheet Submission and Payroll Schedule

- payroll day     - time sheets due

| JANUARY |    |    |           |    |    |    |
|---------|----|----|-----------|----|----|----|
| S       | M  | T  | W         | T  | F  | S  |
| 1       | 2  | 3  | 4         | 5  | 6  | 7  |
| 8       | 9  | 10 | <b>11</b> | 12 | 13 | 14 |
| 15      | 16 | 17 | 18        | 19 | 20 | 21 |
| 22      | 23 | 24 | <b>25</b> | 26 | 27 | 28 |
| 29      | 30 | 31 |           |    |    |    |

| FEBRUARY |    |    |           |    |    |    |
|----------|----|----|-----------|----|----|----|
| S        | M  | T  | W         | T  | F  | S  |
|          |    |    | 1         | 2  | 3  | 4  |
| 5        | 6  | 7  | <b>8</b>  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15        | 16 | 17 | 18 |
| 19       | 20 | 21 | <b>22</b> | 23 | 24 | 25 |
| 26       | 27 | 28 | 29        |    |    |    |

| MARCH |    |    |           |    |    |    |
|-------|----|----|-----------|----|----|----|
| S     | M  | T  | W         | T  | F  | S  |
|       |    |    |           | 1  | 2  | 3  |
| 4     | 5  | 6  | <b>7</b>  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14        | 15 | 16 | 17 |
| 18    | 19 | 20 | <b>21</b> | 22 | 23 | 24 |
| 25    | 26 | 27 | 28        | 29 | 30 | 31 |

| APRIL |    |    |           |    |    |    |
|-------|----|----|-----------|----|----|----|
| S     | M  | T  | W         | T  | F  | S  |
| 1     | 2  | 3  | <b>4</b>  | 5  | 6  | 7  |
| 8     | 9  | 10 | 11        | 12 | 13 | 14 |
| 15    | 16 | 17 | <b>18</b> | 19 | 20 | 21 |
| 22    | 23 | 24 | 25        | 26 | 27 | 28 |
| 29    | 30 |    |           |    |    |    |

| MAY |    |    |           |    |    |    |
|-----|----|----|-----------|----|----|----|
| S   | M  | T  | W         | T  | F  | S  |
|     |    | 1  | <b>2</b>  | 3  | 4  | 5  |
| 6   | 7  | 8  | 9         | 10 | 11 | 12 |
| 13  | 14 | 15 | <b>16</b> | 17 | 18 | 19 |
| 20  | 21 | 22 | 23        | 24 | 25 | 26 |
| 27  | 28 | 29 | <b>30</b> | 31 |    |    |

| JUNE |    |    |           |    |    |    |
|------|----|----|-----------|----|----|----|
| S    | M  | T  | W         | T  | F  | S  |
|      |    |    |           |    | 1  | 2  |
| 3    | 4  | 5  | 6         | 7  | 8  | 9  |
| 10   | 11 | 12 | <b>13</b> | 14 | 15 | 16 |
| 17   | 18 | 19 | 20        | 21 | 22 | 23 |
| 24   | 25 | 26 | <b>27</b> | 28 | 29 | 30 |

| JULY |    |    |           |    |    |    |
|------|----|----|-----------|----|----|----|
| S    | M  | T  | W         | T  | F  | S  |
| 1    | 2  | 3  | 4         | 5  | 6  | 7  |
| 8    | 9  | 10 | <b>11</b> | 12 | 13 | 14 |
| 15   | 16 | 17 | 18        | 19 | 20 | 21 |
| 22   | 23 | 24 | <b>25</b> | 26 | 27 | 28 |
| 29   | 30 | 31 |           |    |    |    |

| AUGUST |    |    |           |    |    |    |
|--------|----|----|-----------|----|----|----|
| S      | M  | T  | W         | T  | F  | S  |
|        |    |    | 1         | 2  | 3  | 4  |
| 5      | 6  | 7  | <b>8</b>  | 9  | 10 | 11 |
| 12     | 13 | 14 | 15        | 16 | 17 | 18 |
| 19     | 20 | 21 | <b>22</b> | 23 | 24 | 25 |
| 26     | 27 | 28 | 29        | 30 | 31 |    |

| SEPTEMBER |    |    |           |    |    |    |
|-----------|----|----|-----------|----|----|----|
| S         | M  | T  | W         | T  | F  | S  |
|           |    |    |           |    |    | 1  |
| 2         | 3  | 4  | <b>5</b>  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12        | 13 | 14 | 15 |
| 16        | 17 | 18 | <b>19</b> | 20 | 21 | 22 |
| 23        | 24 | 25 | 26        | 27 | 28 | 29 |
| 30        |    |    |           |    |    |    |

| OCTOBER |    |    |           |    |    |    |
|---------|----|----|-----------|----|----|----|
| S       | M  | T  | W         | T  | F  | S  |
|         | 1  | 2  | <b>3</b>  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10        | 11 | 12 | 13 |
| 14      | 15 | 16 | <b>17</b> | 18 | 19 | 20 |
| 21      | 22 | 23 | 24        | 25 | 26 | 27 |
| 28      | 29 | 30 | <b>31</b> |    |    |    |

| NOVEMBER |    |    |           |    |    |    |
|----------|----|----|-----------|----|----|----|
| S        | M  | T  | W         | T  | F  | S  |
|          |    |    |           | 1  | 2  | 3  |
| 4        | 5  | 6  | 7         | 8  | 9  | 10 |
| 11       | 12 | 13 | <b>14</b> | 15 | 16 | 17 |
| 18       | 19 | 20 | 21        | 22 | 23 | 24 |
| 25       | 26 | 27 | <b>28</b> | 29 | 30 |    |

| DECEMBER |    |    |           |    |    |    |
|----------|----|----|-----------|----|----|----|
| S        | M  | T  | W         | T  | F  | S  |
|          |    |    |           |    |    | 1  |
| 2        | 3  | 4  | 5         | 6  | 7  | 8  |
| 9        | 10 | 11 | <b>12</b> | 13 | 14 | 15 |
| 16       | 17 | 18 | 19        | 20 | 21 | 22 |
| 23       | 24 | 25 | <b>26</b> | 27 | 28 | 29 |
| 30       | 31 |    |           |    |    |    |

Editech's work week runs from Saturday to Friday, and our payroll frequency is bi-weekly. Time sheets are due at the end of every week on Friday (as indicated by shading above), and paychecks are released the Wednesday following the second Friday of the pay period. Pay dates appear in bold and are outlined on the applicable Wednesdays above.

