

OPRS PAYROLL OPERATIONS

PeopleSoft Group I

2012 Time Entry Schedule

| Time & Labor | | | | | | | | Payroll | | | | |
|--------------|--------|--------|---------------------|----------------------------------|---------------------|------|--------|----------------|----------------------|--------------------|-----------------|------------|
| Pay Period | Date | | Time Entry Deadline | Corrections & Approvals Deadline | TIME ADMINISTRATION | | | Presheet Audit | HR / Benefits cutoff | Payroll Processing | Certify Payroll | Check Date |
| | | | | | | | | | | | | |
| 1 | 18-Dec | 31-Dec | 30-Dec | 3-Jan | 23-Dec | Thru | 3-Jan | 30-Dec | 3-Jan | 4-Jan | 5-Jan | 10-Jan |
| 2 | 1-Jan | 14-Jan | 13-Jan | 17-Jan | 6-Jan | Thru | 17-Jan | 13-Jan | 17-Jan | 18-Jan | 19-Jan | 24-Jan |
| 3 | 15-Jan | 28-Jan | 30-Jan | 31-Jan | 20-Jan | Thru | 31-Jan | 30-Jan | 31-Jan | 1-Feb | 2-Feb | 7-Feb |
| 4 | 29-Jan | 11-Feb | 10-Feb | 13-Feb | 3-Feb | Thru | 13-Feb | 10-Feb | 13-Feb | 14-Feb | 15-Feb | 21-Feb |
| 5 | 12-Feb | 25-Feb | 27-Feb | 28-Feb | 15-Feb | Thru | 28-Feb | 27-Feb | 28-Feb | 29-Feb | 1-Mar | 6-Mar |
| 6 | 26-Feb | 10-Mar | 12-Mar | 13-Mar | 1-Mar | Thru | 13-Mar | 12-Mar | 13-Mar | 14-Mar | 15-Mar | 20-Mar |
| 7 | 11-Mar | 24-Mar | 26-Mar | 27-Mar | 15-Mar | Thru | 27-Mar | 26-Mar | 27-Mar | 28-Mar | 29-Mar | 3-Apr |
| 8 | 25-Mar | 7-Apr | 6-Apr | 9-Apr | 29-Mar | Thru | 9-Apr | 6-Apr | 9-Apr | 10-Apr | 11-Apr | 17-Apr |
| 9 | 8-Apr | 21-Apr | 23-Apr | 24-Apr | 11-Apr | Thru | 24-Apr | 23-Apr | 24-Apr | 25-Apr | 26-Apr | 1-May |
| 10 | 22-Apr | 5-May | 7-May | 8-May | 26-Apr | Thru | 8-May | 7-May | 8-May | 9-May | 10-May | 15-May |
| 11 | 6-May | 19-May | 18-May | 21-May | 10-May | Thru | 21-May | 18-May | 21-May | 22-May | 23-May | 29-May |
| 12 | 20-May | 2-Jun | 4-Jun | 5-Jun | 23-May | Thru | 5-Jun | 4-Jun | 5-Jun | 6-Jun | 7-Jun | 12-Jun |
| 13 | 3-Jun | 16-Jun | 18-Jun | 19-Jun | 7-Jun | Thru | 19-Jun | 18-Jun | 19-Jun | 20-Jun | 21-Jun | 26-Jun |
| 14 | 17-Jun | 30-Jun | 29-Jun | 2-Jul | 21-Jun | Thru | 2-Jul | 29-Jun | 2-Jul | 3-Jul | 5-Jul | 10-Jul |
| 15 | 1-Jul | 14-Jul | 16-Jul | 17-Jul | 5-Jul | Thru | 17-Jul | 16-Jul | 17-Jul | 18-Jul | 19-Jul | 24-Jul |
| 16 | 15-Jul | 28-Jul | 30-Jul | 31-Jul | 19-Jul | Thru | 31-Jul | 30-Jul | 31-Jul | 1-Aug | 2-Aug | 7-Aug |
| 17 | 29-Jul | 11-Aug | 13-Aug | 14-Aug | 2-Aug | Thru | 14-Aug | 13-Aug | 14-Aug | 15-Aug | 16-Aug | 21-Aug |
| 18 | 12-Aug | 25-Aug | 24-Aug | 27-Aug | 16-Aug | Thru | 27-Aug | 24-Aug | 27-Aug | 28-Aug | 29-Aug | 4-Sep |
| 19 | 26-Aug | 8-Sep | 10-Sep | 11-Sep | 29-Aug | Thru | 11-Sep | 10-Sep | 11-Sep | 12-Sep | 13-Sep | 18-Sep |
| 20 | 9-Sep | 22-Sep | 24-Sep | 25-Sep | 13-Sep | Thru | 25-Sep | 24-Sep | 25-Sep | 26-Sep | 27-Sep | 2-Oct |
| 21 | 23-Sep | 6-Oct | 5-Oct | 9-Oct | 27-Sep | Thru | 9-Oct | 5-Oct | 9-Oct | 10-Oct | 11-Oct | 16-Oct |
| 22 | 7-Oct | 20-Oct | 22-Oct | 23-Oct | 11-Oct | Thru | 23-Oct | 22-Oct | 23-Oct | 24-Oct | 25-Oct | 30-Oct |
| 23 | 21-Oct | 3-Nov | 2-Nov | 5-Nov | 25-Oct | Thru | 5-Nov | 2-Nov | 5-Nov | 6-Nov | 7-Nov | 13-Nov |
| 24 | 4-Nov | 17-Nov | 16-Nov | 19-Nov | 7-Nov | Thru | 19-Nov | 16-Nov | 19-Nov | 20-Nov | 21-Nov | 27-Nov |
| 25 | 18-Nov | 1-Dec | 3-Dec | 4-Dec | 21-Nov | Thru | 4-Dec | 3-Dec | 4-Dec | 5-Dec | 6-Dec | 11-Dec |
| 26 | 2-Dec | 15-Dec | 14-Dec | 17-Dec | 5-Dec | Thru | 17-Dec | 14-Dec | 17-Dec | 18-Dec | 19-Dec | 24-Dec |