

2012
Revised Payroll Schedule

Documents must be to
Payroll before this DATE

Begin	End	Payday	RUN ID	Processing Begins	Processing Ends				
December 11, 2011	December 24, 2011	December 30, 2011		December 15, 2011	December 16, 2011	****	dates could be changed due to year end schedule and tax		
December 1, 2011	December 31, 2011	January 3, 2012		December 12, 2011	December 16, 2011	noon	OPA, OPI	****	
December 25, 2011	January 7, 2012	January 13, 2012		January 9, 2012	January 10, 2012				
January 8, 2012	January 21, 2012	January 27, 2012		January 23, 2012	January 24, 2012	*	OPA, OPI		
January 1, 2012	January 31, 2011	February 1, 2012		January 20, 2012	January 26, 2012		OPA, OPI		
January 22, 2012	February 4, 2012	February 10, 2012		February 6, 2012	February 7, 2012				
February 5, 2012	February 18, 2012	February 24, 2012		February 17, 2012	February 21, 2012	*	OPA, OPI	holiday Feb 20 early sweep	
February 1, 2012	February 29, 2012	March 1, 2012		February 17, 2012	February 24, 2012		OPA, OPI		
February 19, 2012	March 3, 2012	March 9, 2012		March 5, 2012	March 6, 2012				
March 4, 2012	March 17, 2012	March 23, 2012		March 19, 2012	March 20, 2012	*	OPA, OPI		
March 1, 2012	March 31, 2012	March 30, 2012		March 20, 2012	March 26, 2012		OPA, OPI		
March 18, 2012	March 31, 2012	April 6, 2012		April 2, 2012	April 3, 2012				
April 1, 2012	April 14, 2012	April 20, 2012		April 16, 2012	April 17, 2012	*	OPA, OPI		
April 1, 2012	April 30, 2012	May 1, 2012		April 19, 2012	April 25, 2012		OPA, OPI		
April 15, 2012	April 28, 2012	May 4, 2012		April 30, 2012	May 1, 2012				
April 29, 2012	May 12, 2012	May 18, 2012		May 14, 2012	May 15, 2012	*	OPA, OPI		
May 1, 2012	May 31, 2012	June 1, 2012		May 21, 2012	May 25, 2012		OPA, OPI		
May 13, 2012	May 26, 2012	June 1, 2012		May 25, 2012	May 29, 2012			May 28 holiday early sweep	
May 27, 2012	June 9, 2012	June 15, 2012		June 11, 2012	June 12, 2012				
June 10, 2012	June 23, 2012	June 29, 2012		June 25, 2012	June 26, 2012	*	OPA, OPI		
June 1, 2012	June 30, 2012	June 29, 2012		June 19, 2012	June 25, 2012		OPA, OPI		
June 24, 2012	July 7, 2012	July 13, 2012		July 9, 2012	July 10, 2012	*	OPA, OPI		
July 8, 2012	July 21, 2012	July 27, 2012		July 23, 2012	July 24, 2012				
July 1, 2012	July 31, 2012	August 1, 2012		July 20, 2012	July 26, 2012		OPA, OPI		
July 22, 2012	August 4, 2012	August 10, 2012		August 6, 2012	August 7, 2012				
August 5, 2012	August 18, 2012	August 24, 2012		August 20, 2012	August 21, 2012	*			
August 1, 2012	August 31, 2012	August 31, 2012		August 21, 2012	August 27, 2012				
August 19, 2012	September 1, 2012	September 7, 2012		August 31, 2012	September 4, 2012			September 3 holiday early sweep	
September 2, 2012	September 15, 2012	September 21, 2012		September 17, 2012	September 18, 2011	*			
September 1, 2012	September 30, 2012	October 1, 2012		September 14, 2012	September 20, 2012	NOON	***	9/14 deadline OPA,OPI Bonuses	

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Payroll before this DATE

Begin	End	Payday	RUN ID	Processing Begins	Processing Ends		
September 16, 2012	September 29, 2012	October 5, 2012		October 1, 2012	October 2, 2012		
September 30, 2012	October 13, 2012	October 19, 2012		October 15, 2012	October 16, 2012	*	OPA, OPI
October 1, 2012	October 31, 2012	November 1, 2012		October 22, 2012	October 26, 2012		OPA, OPI
October 14, 2012	October 27, 2012	November 2, 2012		October 29, 2012	October 30, 2012		
October 28, 2012	November 10, 2012	November 16, 2012		November 12, 2012	November 13, 2012	*	OPA, OPI
November 1, 2012	November 30, 2012	November 30, 2012		November 16, 2012	November 26, 2012		OPA, OPI
November 11, 2012	November 24, 2012	November 30, 2012		November 26, 2012	November 27, 2012		
November 25, 2012	December 8, 2012	December 14, 2012		December 10, 2012	December 11, 2012	*	OPA, OPI
December 9, 2011	December 22, 2012	December 28, 2012		December 14, 2012	December 17, 2012		****
December 1, 2012	December 31, 2012	January 3, 2013		December 11, 2012	December 17, 2012		OPA, OPI ****
December 23, 2012	January 5, 2013	January 11, 2013		January 7, 2013	January 8, 2013		

September & December Beginning and Ending Processing Dates Subject To Change

** for biweekly, OPI, OPA,
are due in payroll the
Friday before