

2012 Payroll Processing Calendar

January –

Main payroll W/DTE employee's time due – December 31st by 5:00

New Year Day Holiday – January 2nd

Main payroll W/DTE approver's approval due – January 3rd by 5:00

Run your departmental reports – January 5th

Payroll closes – January 9th, 2pm

Payday – January 11th

Adjustment checks *distributed* – 12th, 13th, 16th & 17th

Supplemental payroll information due – January 13th, 5pm

Martin Luther King Holiday – January 16th

Main Payroll paperwork/EPAF deadline – January 20nd

Supplemental Payday – January 26th

January 2012						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February –

Main payroll W/DTE employee's time due – January 31st by 5:00

Main payroll W/DTE approver's approval due – February 1st by 5:00

Run your departmental reports – February 3^d

Payroll closes – February 8th, 2pm

Payday – February 10th

Adjustment checks *distributed* – February 13th, 14th, 15th & 16th

Supplemental payroll information due – February 15th, 5pm

Main payroll paperwork/EPAF deadline – February 20th

Supplemental Payday – February 24th

February 2012						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March –

Main payroll W/DTE employee's time due – February 29th by 5:00

Main payroll W/DTE approver's approval due – March 1st by 5:00

Run your departmental reports – March 5th

Payroll closes – March 7th, 2pm

Payday – March 9th

Adjustment checks *distributed* – March 12th, 13th, 14th & 15th

Supplemental payroll information due – March 15th, 5pm

Main payroll paperwork/EPAF deadline – March 20th

Supplemental Payday – March 26th

March 2012						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April –

Main payroll W/DTE employee's time due – March 31st by 5:00
Main payroll W/DTE approver's approval due – April 2nd by 5:00

Run your departmental reports – April 4th

Payroll closes - April 9th, 2pm

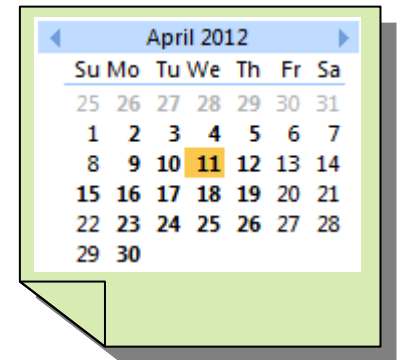
Payday – April 11th

Adjustment checks *distributed* – April 12th, 13th, 16th & 17th

Supplemental Payroll information due – April 13th, 5pm

Main payroll paperwork/EPAF deadline - April 20th

Supplemental Payday – April 26th



April 2012						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May –

Main payroll W/DTE employee's time due – April 30th by 5:00

Main payroll W/DTE approver's approval due – May 1st by 5:00

Run your departmental reports – May 3rd

Payroll closes – May 9th, noon

Payday – May 11th

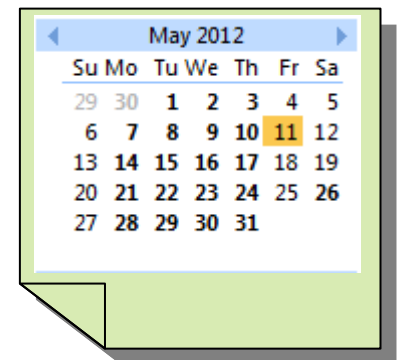
Adjustment checks *distributed* – May 14th, 15th, 16th & 17th

Supplemental payroll information due – May 15th, 5pm

Main payroll paperwork/EPAF deadline – May 20th

Supplemental Payday – May 26th

Memorial Day Holiday – May 28th



May 2012						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June –

Main payroll W/DTE employee's time due – May 31st by 5:00

Main payroll W/DTE approver's approval due – June 1st by 5:00

Run your departmental reports – June 5th

Payroll closes – June 7th, noon

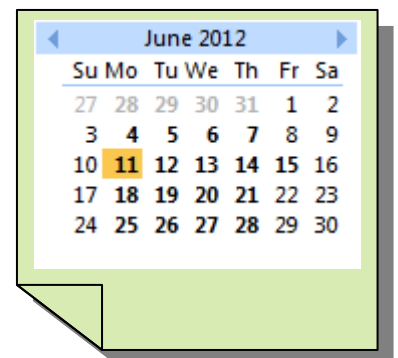
Payday – June 11th

Adjustment checks *distributed* – June 12th, 13th, 14th & 15th

Supplemental payroll information due – June 15th

Main payroll paperwork/EPAF deadline – June 20th

Supplemental Payday – June 26th



June 2012						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July –

Main payroll W/DTE employee's time due – June 30th by 5:00
Main payroll W/DTE approver's approval due – July 2nd by 5:00

Independence Day Holiday - July 4th

Run your departmental reports – July 5th

Payroll closes- July 9th, noon

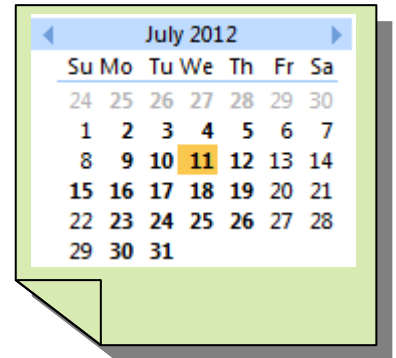
Payday – July 11th

Adjustment checks *distributed*- July 12th, 13th, 16th & 17th

Supplemental payroll information due – July 13th, 5pm

Main payroll paperwork/EPAF deadline - July 20th

Supplemental payday - July 26th



July 2012						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August -

Main payroll W/DTE employee's time due – July 31st by 5:00

Main payroll W/DTE approver's approval due – August 1st by 5:00

Run your departmental reports – August 3rd

Payroll closes- August 8th, noon

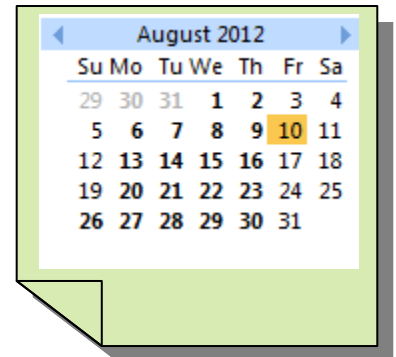
Payday - August 10th

Adjustment checks *distributed* - August 13th, 14th, 15th & 16th

Supplemental payroll information due – August 15th, 5pm

Main payroll paperwork/EPAF deadline - August 17th

Supplemental payday - August 24th



August 2012						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September -

Main payroll W/DTE employee's time due – August 31st by 5:00

Main payroll W/DTE approver's approval due –

September 4th by 11:00 a.m.

Run your departmental reports – September 5th

Labor Day Holiday - September 3rd

Payroll closes- September 7th, noon

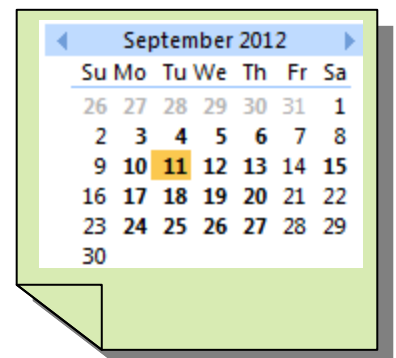
Payday - September 11th

Adjustment checks *distributed* - September 12th, 13th, 14th & 17th

Supplemental payroll information due – September 14th, 5pm

Main payroll paperwork/EPAF deadline - September 20th

Supplemental payday - September 26th



September 2012						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October -

Main payroll W/DTE employee's time due – September 30th by 5:00

Main payroll W/DTE approver's approval due – October 1st by 5:00

Run your departmental reports – October 3rd

Payroll closes - October 9th, noon

Payday – October 11th

Adjustment checks *distributed* - October 12th, 15th, 16th & 17th

Supplemental payroll information due – October 15th, 5pm

Main payroll paperwork/EPAF deadline - October 19th

Supplemental payday - October 26th

October 2012						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November -

Main payroll W/DTE employee's time due – October 31st by 5:00

Main payroll W/DTE approver's approval due –

November 1st by 11:00 a.m.

Run your payroll reports – November 2nd

Election Day Holiday - November 6th

Payroll Closes - November 7th, noon

Payday – November 9th

Veterans Day Holiday - November 12th

Adjustment checks *distributed* - November 13th, 14th, 15th & 16th

Supplemental payroll information due – November 15th, 5pm

Main payroll paperwork/EPAF deadline - November 20th

Supplemental payday - November 26th

Thanksgiving Holiday - November 22nd

Day after Thanksgiving Holiday – November 23rd

November 2012						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December -

Main payroll W/DTE employee's time due – November 30th by 5:00

Main payroll W/DTE approver's approval due – December 3rd by 5:00

Run your payroll reports – December 5th

Payroll closes- December 7th, noon

Payday – December 11th

Adjustment checks *distributed* - December 12th, 13th, 14th & 17th

Supplemental payroll information due – December 14th, 5pm

Main payroll paperwork/EPAF deadline - December 20th

Christmas Eve Holiday – December 24th

Christmas Day - December 25th

Supplemental payday - December 26th

December 2012						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					