2013 Payroll Processing Calendar

January –
Main payroll W/DTE employee’s time due – December 31st by 5:00
New Year Day Holiday – January 1st
Main payroll W/DTE approver’s approval due – January 2nd by 5:00
Run your departmental reports – January 3rd
Payroll closes – January 9th, noon
Payday – January 11th
  • Physical Checks mailed – January 10th
  • Direct Deposit – January 11th
Adjustment checks distributed – 14th, 15th, 16th & 17th
Supplemental payroll information due – January 15th, 5pm
Martin Luther King Holiday – January 21st
Main Payroll paperwork/EPAF deadline – January 18th
Supplemental Payday – January 25th

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 5th
Payroll closes – February 7th, noon
Payday – February 11th
  • Physical Checks mailed – February 8th
  • Direct Deposit – February 11th
Adjustment checks distributed – February 12th, 13th, 14th & 15th
Supplemental payroll information due – February 15th, 5pm
Presidents’ Day Holiday – February 18th
Main payroll paperwork/EPAF deadline – February 20th
Supplemental Payday – February 26th

March –
Main payroll W/DTE employee’s time due – February 28th 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, noon
Payday – March 11th
  • Physical Checks mailed – March 8th
  • Direct Deposit – March 11th
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
April –
Main payroll W/DTE employee’s time due – March 31st by 5:00
Main payroll W/DTE approver’s approval due – April 1st by 5:00

*Run your departmental reports – April 3rd*
Payroll closes - April 9th, noon

**Payday – April 11th**
- Physical Checks mailed – April 10th
- Direct Deposit – April 11th

Adjustment checks *distributed* – April 12th, 15th, 16th & 17th
Supplemental Payroll information due – April 15th, 5pm
Main payroll paperwork/EPAF deadline - April 19th

*Supplemental Payday – April 26th*

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 8th, noon

**Payday – May 10th**
- Physical Checks mailed – May 9th
- Direct Deposit – May 10th

Adjustment checks *distributed* – May 13th, 14th, 15th & 16th
Supplemental payroll information due – May 15th, 5pm
Main payroll paperwork/EPAF deadline – May 20th

*Supplemental Payday – May 24th*
Memorial Day Holiday – May 27th

June –
Main payroll W/DTE employee’s time due – May 31st by 5:00
Main payroll W/DTE approver’s approval due – June 3rd by 5:00

*Run your departmental reports – June 5th*
Payroll closes – June 7th, noon

**Payday – June 11th**
- Physical Checks mailed – June 10th
- Direct Deposit – June 11th

Adjustment checks *distributed* – June 12th, 13th, 14th & 17th
Supplemental payroll information due – June 14th
Main payroll paperwork/EPAF deadline – June 20th

*Supplemental Payday – June 26th*
July –
Main payroll W/DTE employee’s time due – June 30th by 5:00
Main payroll W/DTE approver’s approval due – July 1st by 5:00
*Run your departmental reports – July 3rd*
Independence Day Holiday - July 4th
Payroll closes- July 9th, noon
Payday – July 11th
  - Physical Checks mailed – July 10th
  - Direct Deposit – July 11th
Adjustment checks *distributed* - July 12th, 15th, 16th & 17th
Supplemental payroll information due – July 15th, 5pm
Main payroll paperwork/EPAF deadline - July 19th
Supplemental payday - July 26th

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 5th*
Payroll closes- August 7th, noon
Payday – August 9th
  - Physical Checks mailed – August 8th
  - Direct Deposit – August 9th
Adjustment checks *distributed* - August 12th, 13th, 14th & 15th
Supplemental payroll information due – August 15th, 5pm
Main payroll paperwork/EPAF deadline - August 20th
Supplemental payday - August 26th

September -
Main payroll W/DTE employee’s time due – August 31st by 5:00
Labor Day Holiday - September 2nd
Main payroll W/DTE approver’s approval due – September 3rd by 5:00
*Run your departmental reports – September 5th*
Payroll closes- September 9th, noon
Payday - September 11th
  - Physical Checks mailed – September 10th
  - Direct Deposit – September 11th
Adjustment checks *distributed* - September 12th, 13th, 16th & 17th
Supplemental payroll information due – September 13th, 5pm
Main payroll paperwork/EPAF deadline - September 20th
Supplemental payday - September 26th
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
  • Physical Checks mailed – October 10th
  • Direct Deposit – October 11th
Adjustment checks distributed - October 14th, 15th, 16th & 17th
Supplemental payroll information due – October 15th, 5pm
Main payroll paperwork/EPAF deadline - October 18th
Supplemental payday - October 25th

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 noon
Run your payroll reports – November 4th
Payroll Closes - November 6th, noon
Payday – November 8th
  • Physical Checks mailed - November 7th
  • Direct Deposit – November 8th
Veterans Day Holiday - November 11th
Adjustment checks distributed - November 12th, 13th, 14th & 15th
Supplemental payroll information due – November 15th, 5pm
Main payroll paperwork/EPAF deadline - November 20th
Supplemental payday - November 26th
Thanksgiving Holiday - November 28th
Day after Thanksgiving Holiday – November 29th

December -
Main payroll W/DTE employee’s time due – November 30th by 5:00
Main payroll W/DTE approver’s approval due – December 2nd by 5:00
Run your payroll reports – December 4th
Payroll closes- December 9th, noon
Payday – December 11th
  • Physical Checks mailed – December 10th
  • Direct Deposit – December 11th
Adjustment checks distributed - December 12th, 13th, 16th & 17th
Supplemental payroll information due – December 13th, 5pm
Main payroll paperwork/EPAF deadline - December 20th
Christmas Day - December 25th
Supplemental payday - December 26th