2014 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 6th
Payroll closes – January 8th, noon
Payday – January 10th
  • Physical Checks mailed – January 10th
  • Direct Deposit – January 10th
Adjustment checks distributed – 13th, 14th, 15th & 16th
Supplemental payroll information due – January 15th, 5pm
Martin Luther King Holiday – January 20th
Main Payroll paperwork/EPAF deadline – January 17th
Supplemental Payday – January 24th

February –
Main payroll W/DTE employee’s time due – January 31st by 5:00
Main payroll W/DTE approver’s approval due – February 3rd by 5:00
Run your departmental reports – February 5th
Payroll closes– February 7th, noon
Payday – February 11th
  • Physical Checks mailed – February 10th
  • Direct Deposit – February 11th
Adjustment checks distributed – February 12th, 13th, 14th & 17th
Supplemental payroll information due – February 14th, 5pm
2013 exemption on form W-4 expires – February 17th
Presidents’ Day Holiday – February 17th
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 3rd 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 & 17th
Supplemental payroll information due – March 14th, 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 14th, 15th, 16th & 17th
Supplemental Payroll information due – April 15th, 5pm
Main payroll paperwork/EPAF deadline - April 18th
**Supplemental Payday – April 25th**

May – *Short Processing time*
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 5th*
Payroll closes – May 7th, noon
**Payday – May 9th**
  - Physical Checks mailed – May 8th
  - Direct Deposit – May 9th
Adjustment checks *distributed* – May 12th, 13th, 14th & 15th
Supplemental payroll information due – May 15th, 5pm
Main payroll paperwork/EPAF deadline - May 20th
**Supplemental Payday – May 23rd**
Memorial Day Holiday – May 23rd

June –
Main payroll W/DTE employee’s time due – May 31st by 5:00
Main payroll W/DTE approver’s approval due – June 2nd by 5:00
*Run your departmental reports – June 4th*
Payroll closes – June 9th, noon
**Payday – June 11th**
  - Physical Checks mailed – June 10th
  - Direct Deposit – June 11th
Adjustment checks *distributed* – June 12th, 13th, 16th & 17th
Supplemental payroll information due – June 13th
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
July 11 by 11:00 am – Fiscal year end payroll correction due to HR
Adjustment checks distributed - July 14th, 15th, 16th & 17th
Supplemental payroll information due – July 15th, 5pm
Main payroll paperwork/EPAF deadline - July 18th
Supplemental payday - July 25th

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 11th
  • Physical Checks mailed – August 9th
  • Direct Deposit – August 11th
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 1st
Main payroll W/DTE approver’s approval due – September 2nd by 5:00
Run your departmental reports – September 4th
Payroll closes- September 9th, noon
Payday - September 11th
  • Physical Checks mailed – September 10th
  • Direct Deposit – September 11th
Adjustment checks distributed - September 12th, 15th, 16th & 17th
Supplemental payroll information due – September 15th, 5pm
Main payroll paperwork/EPAF deadline - September 19th
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 8th, noon

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

Adjustment checks distributed - October 13th, 14th, 15th & 16th
Supplemental payroll information due – October 15th, 5pm
Main payroll paperwork/EPAF deadline - October 20th
Supplemental payday - October 24th

November - *short processing time*
Main payroll W/DTE employee’s time due – October 31st by 5:00
Main payroll W/DTE approver’s approval due – *November 3rd by Noon*

**Election Day – November 4th**

**Run your payroll reports – November 5th**
Payroll Closes – November 6th, noon

**Payday – November 10th**
- Physical Checks mailed - November 8th
- Direct Deposit – November 10th

**Veterans Day Holiday - November 11th**
Adjustment checks distributed - November 12th, 13th, 14th & 17th
Supplemental payroll information due – November 14th, 5pm
Main payroll paperwork/EPAF deadline - November 20th

**Supplemental payday - November 26th**
Thanksgiving Holiday - November 27th
Day after Thanksgiving Holiday – November 28th

December -
Main payroll W/DTE employee’s time due – November 30th by 5:00
Main payroll W/DTE approver’s approval due – December 1st by 5:00

**Run your payroll reports – December 3rd**
Payroll closes- December 9th, noon

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

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

**Supplemental payday - December 24th**
Christmas Holiday - December 25th and 26th