



BULLETIN

SUBJECT: PAYROLL DEADLINES, 2012-13 **2012-13 NO. AS-23**

TO: All Sites and Departments

DATE: January 9, 2013

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REVIEWED BY: Christina Villegas **APPROVED:** *R. Odgaard*

The following are this year's dates for paperwork due to Human Resource Services and Payroll Services for payroll deadlines.

Requisitions for Monthly Payroll	Requisitions for Mid-Month Payroll	Timesheets Mid-Month Payroll	Absence Reports (1 st – End of Month)
12/07/12	11/16/12	12/21/12	01/11/13
01/08/13	12/14/12	01/25/13	02/08/13
02/08/13	01/14/13	02/25/13	03/08/13
03/08/13	02/14/13	03/25/13	04/05/13
04/09/13	03/14/13	04/25/13	05/07/13
05/08/13	04/12/13	05/24/13	06/07/13
06/10/13	05/14/13	06/25/13	07/08/13

TT:glm