

**2012 BI-WEEKLY PAY SCHEDULE &  
DEADLINE DATES FOR PERSONNEL ACTIONS  
TO BE COMPLETED IN HRIS**

Pay Period Number	Pay Period		Payday	HRIS data entry completion date
	Begins	Ends		
14-12	12-19-11	01-01-12	01-13-12	12-30-11
15-12	01-02-12	01-15-12	01-27-12	01-13-12
16-12	01-16-12	01-29-12	02-10-12	01-27-12
17-12	01-30-12	02-12-12	02-24-12	02-10-12
18-12	02-13-12	02-26-12	03-09-12	02-24-12
19-12	02-27-12	03-11-12	03-23-12	03-09-12
20-12	03-12-12	03-25-12	04-05-12***	03-23-12
21-12	03-26-12	04-08-12	04-20-12	04-05-12***
22-12	04-09-12	04-22-12	05-04-12	04-20-12
23-12	04-23-12	05-06-12	05-18-12	05-04-12
24-12	05-07-12	05-20-12	06-01-12	05-18-12
25-12	05-21-12	06-03-12	06-15-12	06-01-12
26-12	06-04-12	06-17-12	06-29-12	06-15-12
01-13	06-18-12	07-01-12	07-13-12	06-29-12
02-13	07-02-12	07-15-12	07-27-12	07-13-12
03-13	07-16-12	07-29-12	08-10-12	07-27-12
04-13	07-30-12	08-12-12	08-24-12	08-10-12
05-13	08-13-12	08-26-12	09-07-12	08-24-12
06-13	08-27-12	09-09-12	09-21-12	09-07-12
07-13	09-10-12	09-23-12	10-05-12	09-21-12
08-13	09-24-12	10-07-12	10-19-12	10-05-12
09-13	10-08-12	10-21-12	11-02-12	10-19-12
10-13	10-22-12	11-04-12	11-16-12	11-02-12
11-13	11-05-12	11-18-12	11-30-12	11-16-12
12-13	11-19-12	12-02-12	12-14-12	11-30-12
13-13	12-03-12	12-16-12	12-28-12	12-14-12

All personnel transactions must be completed in HRIS no later than the date listed in the far right column under the title "HRIS Data Entry Completion Date" to guarantee payment in the biweekly pay period being worked.

\*\* Due to the 2012 Holiday Schedule, the Payday and/or data entry completion may have been adjusted.