

## Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD	DATA ENTRY DATES	EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM
01	01/04/12	12/12/11 - 12/25/11 BW 01/01/12 - 01/08/12 9M	12/12/11 - 12/14/11 (Future Transactions ONLY) ***12/15/11 - 12/19/11 (All Transactions)	**12/19/11
02	01/18/12	12/26/11 - 01/08/12 BW 01/09/12 - 01/22/12 9M 01/01/12 - 01/15/12 WB	12/26/12 - 01/06/12 (All Transactions)	01/06/12
03	02/01/12	01/09/12 - 01/22/12 BW 01/23/12 - 02/05/12 9M 01/16/12 - 01/31/12 WB	01/9/12 - 01/11/12 (Future Transactions ONLY) 01/12/12 - 01/20/12 (All Transactions)	01/20/12
04	02/15/12	01/23/12 - 02/05/12 BW 02/06/12 - 02/19/12 9M 02/01/12 - 02/15/12 WB	01/23/12 - 01/25/12 (Future Transactions ONLY) 01/26/12 - 02/03/12 (All Transactions)	02/03/12
05	02/29/12	02/06/12 - 02/19/12 BW 02/20/12 - 03/04/12 9M 02/16/12 - 02/29/12 WB	02/06/12 - 02/08/12 (Future Transactions ONLY) 02/9/12 - 02/17/12 (All Transactions)	02/17/12
06	03/14/12	02/20/12 - 03/04/12 BW 03/05/12 - 03/18/12 9M 03/01/12 - 03/15/12 WB	02/20/12 - 02/22/12 (Future Transactions ONLY) 02/23/12 - 03/02/12 (All Transactions)	03/02/12
07	03/28/12	03/05/12 - 03/18/12 BW 03/19/12 - 04/01/12 9M 03/16/12 - 03/31/12 WB	03/05/12 - 03/07/12 (Future Transaction ONLY) 03/08/12 - 03/16/12 (All Transactions)	03/16/12
08	04/11/12	03/19/12 - 04/01/12 BW 04/02/12 - 04/15/12 9M 04/01/12 - 04/15/12 WB	03/19/12 - 03/21/12 (Future Transactions ONLY) 03/22/12 - 03/30/12 (All Transactions)	03/30/12
09	04/25/12	04/02/12 - 04/15/12 BW 04/16/12 - 04/29/12 9M 04/16/12 - 05/02/12 WB	04/02/12 - 04/04/12 (Future Transactions ONLY) 04/05/12 - 04/13/12 (All Transactions)	04/13/12
10	05/09/12	04/16/12 - 04/29/12 BW 04/30/12 - 05/15/12 9M	04/16/12 - 04/18/12 (Future Transactions ONLY) 04/19/12 - 04/27/12 (All Transactions)	04/27/12
11	05/23/12	04/30/12 - 05/13/12 BW 05/02/12 - 05/16/12 SB, CB	04/30/12 - 05/02/12 (Future Transactions ONLY) 05/03/12 - 05/11/12 (All Transactions)	05/11/12
12	06/06/12	05/14/12 - 05/27/12 BW 05/17/12 - 05/31/12 SB, CB	05/14/12 - 05/16/12 (Future Transactions ONLY) 05/17/12 - 05/25/12 (All Transactions)	05/25/12
13	06/20/12	05/28/12 - 06/10/12 BW 06/01/12 - 06/26/12 SB 06/01/12 - 06/15/12 CB	05/28/12 - 05/30/12 (Future Transactions ONLY) 05/31/12 - 06/08/12 (All Transactions)	06/08/12
14	07/03/12	06/11/12 - 06/24/12 BW 06/27/12 - 07/15/12 UB 06/16/12 - 06/30/12 CB	06/11/12 - 06/13/12 (Future Transactions ONLY) 06/14/12 - 06/22/12 (All Transactions)	06/22/12
15	07/18/12	06/25/12 - 07/08/12 BW 07/16/12 - 07/31/12 UB 07/01/12 - 07/15/12 CB	06/25/12 - 06/27/12 (Future Transactions ONLY) 06/28/12 - 07/06/12 (All Transactions)	07/06/12
16	08/01/12	07/09/12 - 07/22/12 BW 08/01/12 - 08/25/12 UB 07/16/12 - 08/25/12 CB	07/09/12 - 07/11/12 (Future Transactions ONLY) 07/12/12 - 07/20/12 (All Transactions)	07/20/12
17	08/15/12	07/23/12 - 08/05/12 BW 08/17/12 - 08/30/12 9M	07/23/12 - 07/25/12 (Future Transactions ONLY) 07/26/12 - 08/03/12 (All Transactions)	08/03/12
18	08/29/12	08/06/12 - 08/19/12 BW 08/31/12 - 09/13/12 9M	08/06/12 - 08/08/12 (Future Transactions ONLY) 08/09/12 - 08/17/12 (All Transactions)	08/17/12
19	09/12/12	08/20/12 - 09/02/12 BW 09/14/12 - 09/27/12 9M 08/17/12 - 09/15/12 FB	08/20/12 - 08/22/12 (Future Transactions ONLY) 08/23/12 - 08/31/12 (All Transactions)	08/31/12

## Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD	DATA ENTRY DATES	EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM
20	09/26/12	09/03/12 - 09/16/12 BW 09/28/12 - 10/12/12 9M 09/16/12 - 09/30/12 FB	09/03/12 - 09/05/12 (Future Transactions ONLY) 09/06/12 - 09/14/12 (All Transactions)	09/14/12
21	10/10/12	09/17/12 - 09/30/12 BW 10/13/12 - 10/26/12 9M 10/01/12 - 10/15/12 FB	09/17/12 - 09/19/12 (Future Transactions ONLY) 09/20/12 - 09/28/12 (All Transactions)	09/28/12
22	10/24/12	10/01/12 - 10/14/12 BW 10/27/12 - 11/09/12 9M 10/16/12 - 10/31/12 FB	10/01/12 - 10/03/12 (Future Transactions ONLY) 10/04/12 - 10/12/12 (All Transactions)	10/12/12
23	11/07/12	10/15/12 - 10/28/12 BW 11/10/12 - 11/23/12 9M 11/01/12 - 11/15/12 FB	10/15/12 - 10/17/12 (Future Transactions ONLY) 10/18/12 - 10/26/12 (All Transactions)	10/26/12
24	11/21/12	10/29/12 - 11/11/12 BW 11/24/12 - 12/07/12 9M 11/16/12 - 11/30/12 FB	10/29/12 - 10/31/12 (Future Transactions ONLY) 11/01/12 - 11/09/12 (All Transactions)	11/09/12
25	12/05/12	11/12/12 - 11/25/12 BW 12/08/12 - 12/21/12 9M 12/01/12 - 12/15/12 FB	11/12/12 - 11/14/12 (Future Transactions ONLY) ***11/15/12 - 11/21/12 (All Transactions)	**11/21/12
26	12/19/12	11/26/12 - 12/9/12 BW 12/22/12 - 12/31/12 9M 10/16/12 - 12/31/12 FB	11/26/12 - 11/28/12 (Future Transactions ONLY) 11/29/12 - 12/07/12 (All Transactions)	12/07/12
1	01/02/13	12/10/12 - 12/23/12 BW 01/01/13 - 01/06/13 9M	12/10/12 - 12/12/12 (Future Transactions ONLY) 12/13/12 - 12/17/12*** (All Transactions)	12/17/2012**
<b>**ACCELERATED DEADLINE DUE TO HOLIDAY</b>				
<b>***Short data entry period due to Holiday</b>				
Notes:	Future transactions will have a personnel date equal to or greater than the first day of the pay period.			
	Calendar is subject to change.			
Due to Accelerated Deadline for the pay of 1/4/2012 transactions entered 12/12/11 - 12/19/11 will apply only once the evening of 12/19/11				
Due to Accelerated Deadline for the pay of 1/2/2013 transactions entered 12/10/12 - 12/17/12 will apply only once the evening of 12/17/12				