

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
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**
02	01/16/13	12/24/12 - 01/06/13 BW 01/07/13 - 01/20/13 9M 01/01/13 - 01/15/13 WC	12/24/12 - 01/04/13 (All Transactions)	01/04/13
03	01/30/13	01/07/13 - 01/20/13 BW 01/21/13 - 02/03/13 9M 01/16/13 - 01/31/13 WC	01/7/13 - 01/09/13 (Future Transactions ONLY) 01/10/13 - 01/18/13 (All Transactions)	01/18/13
04	02/13/13	01/21/13 - 02/03/13 BW 02/04/13 - 02/17/13 9M 02/01/13 - 02/15/13 WC	01/21/13 - 01/23/13 (Future Transactions ONLY) 01/24/13 - 02/01/13 (All Transactions)	02/01/13
05	02/27/13	02/04/13 - 02/17/13 BW 02/18/13 - 03/03/13 9M 02/16/13 - 02/28/13 WC	02/04/13 - 02/06/13 (Future Transactions ONLY) 02/07/13 - 02/15/13 (All Transactions)	02/15/13
06	03/13/13	02/18/13 - 03/03/13 BW 03/04/13 - 03/17/13 9M 03/01/13 - 03/15/13 WC	02/18/13 - 02/20/13 (Future Transactions ONLY) 02/21/13 - 03/01/13 (All Transactions)	03/01/13
07	03/27/13	03/04/13 - 03/17/13 BW 03/18/12 - 03/31/13 9M 03/16/13 - 03/31/13 WC	03/04/13 - 03/06/13 (Future Transaction ONLY) 03/07/12 - 03/15/13 (All Transactions)	03/15/13
08	04/10/13	03/18/13 - 03/31/13 BW 04/01/13 - 04/14/13 9M 04/01/13 - 04/15 13 WC	03/18/13 - 03/20/13 (Future Transactions ONLY) 03/21/13 - 03/29/13 (All Transactions)	03/29/13
09	04/24/13	04/01/13 - 04/14/13 BW 04/15/13 - 04/28/13 9M 04/16/13 - 05/01/13 WC	04/01/13 - 04/03/13 (Future Transactions ONLY) 04/04/13 - 04/12/13 (All Transactions)	04/12/13
10	05/08/13	04/15/13 - 04/28/13 BW 04/29/13 - 05/15/13 9M	04/15/13 - 04/17/13 (Future Transactions ONLY) 04/18/13 - 04/26/13 (All Transactions)	04/26/13
11	05/22/13	04/29/13 - 05/12/13 BW 05/02/13 - 05/16/13 SC, CC	04/29/13 - 05/01/13 (Future Transactions ONLY) 05/02/13 - 05/10/13 (All Transactions)	05/10/13
12	06/05/13	05/13/13 - 05/26/13 BW 05/17/13 - 05/31/13 SC, CC	05/13/13 - 05/15/13 (Future Transactions ONLY) 05/16/13 - 05/24/13 (All Transactions)	05/24/13
13	06/19/13	05/27/13 - 06/09/13 BW 06/01/13 - 06/25/13 SC, CC	05/27/13 - 05/29/13 (Future Transactions ONLY) 05/30/13 - 06/07/13 (All Transactions)	06/07/13
14	07/03/13	06/10/13 - 06/23/13 BW 06/26/13 - 07/15/13 CC, UC	06/10/13 - 06/12/13 (Future Transactions ONLY) 06/13/13 - 06/21/13 (All Transactions)	06/21/13
15	07/17/13	06/24/13 - 07/07/13 BW 07/16/13 - 07/31/13 CC, UC	06/24/13 - 06/26/13 (Future Transactions ONLY) 06/27/13 - 07/05/13 (All Transactions)	07/05/13
16	07/31/13	07/08/13 - 07/21/13 BW 08/01/13 - 08/25/13 CC, UC	07/08/13 - 07/10/13 (Future Transactions ONLY) 07/11/13 - 07/19/13 (All Transactions)	07/19/13
17	08/14/13	07/22/13 - 08/04/13 BW	07/22/13 - 07/24/13 (Future Transactions ONLY) 07/25/13 - 08/02/12 (All Transactions)	08/02/13
18	08/28/13	08/05/13 - 08/18/13 BW 08/19/13 - 09/01/13 9M	08/05/13 - 08/07/13 (Future Transactions ONLY) 08/08/13 - 08/16/13 (All Transactions)	08/16/13
19	09/11/13	08/19/13 - 09/01/13 BW 09/02/13 - 09/15/13 9M 08/19/13 - 09/15/13 FC	08/19/13 - 0 8/21/13 (Future Transactions ONLY) 08/22/13 - 08/30/13 (All Transactions)	08/30/13
20	09/25/13	09/02/13 - 09/15/13 BW 09/16/13 - 09/29/13 9M 09/16/13 - 09/30/13 FC	09/02/13 - 09/04/13 (Future Transactions ONLY) 09/05/13 - 09/13/13 (All Transactions)	09/13/13

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
21	10/09/13	09/16/13 - 09/29/13 BW 09/30/13 - 10/13/13 9M 10/01/13 - 10/15/13 FC	09/16/13 - 09/18/13 (Future Transactions ONLY) 09/19/13 - 09/27/13 (All Transactions)	09/27/13
22	10/23/13	09/30/13 - 10/13/13 BW 10/14/13 - 10/27/13 9M 10/16/13 - 10/31/13 FC	09/30/13 - 10/02/13 (Future Transactions ONLY) 10/03/13 - 10/11/13 (All Transactions)	10/11/13
23	11/06/13	10/14/13 - 10/27/13 BW 10/28/13 - 11/10/13 9M 11/01/13 - 11/15/13 FC	10/14/13 - 10/16/13 (Future Transactions ONLY) 10/17/13 - 10/25/13 (All Transactions)	10/25/13
24	11/20/13	10/28/13 - 11/10/13 BW 11/11/13 - 11/24/13 9M 11/16/13 - 11/30/13 FC	10/28/13 - 10/30/13 (Future Transactions ONLY) 10/31/13 - 11/08/13 (All Transactions)	11/08/13
25	12/04/13	11/11/13 - 11/24/13 BW 11/25/13 - 12/08/13 9M 12/01/13 - 12/15/13 FC	11/11/13 - 11/13/13 (Future Transactions ONLY) ***11/14/13 - 11/21/13 (All Transactions)	**11/21/13
26	12/18/13	11/25/13 - 12/08/13 BW 12/09/13 - 12/22/13 9M 12/16/13 - 12/31/13 FC	11/25/13 - 11/27/13 (Future Transactions ONLY) 11/28/13 - 12/06/13 (All Transactions)	12/06/13
27	12/31/13	12/09/13 - 12/22/13 BW 12/23/13 - 12/31/13 9M	12/09/13 - 12/11/13 (Future Transactions ONLY) ***12/12/13 - 12/16/13 (All Transactions)	**12/16/2013
1	01/15/14	12/23/13 - 1/05/14 BW 01/01/14 - 01/19/14 9M	12/17/13 - 01/03/14 (All Transactions)	01/03/14
**ACCELERATED DEADLINE DUE TO HOLIDAY				
***Short data entry period due to Holiday				
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 1/2/2013 transactions entered 12/10/12 - 12/17/12 will apply only once the evening of 12/17/12				
Due to Accelerated Deadline for the pay of 12/31/2013 transactions entered 12/09/13 - 12/16/13 will apply only once the evening of 12/16/13				