

2011-2012 PAYROLL PROCESSING DEADLINES

		CHECK DATE	In the Bank Date	Time Period		Due Date to Melody	1,2,3 update this column
				From	To		
15=3wk pay							
	1	07/01/11	July 1, 2011	05/30/11	06/10/11	06/13/11	
15	2	07/15/11	July 15, 2011	06/13/11	07/01/11	07/05/11	
	3	08/01/11	August 1, 2011	07/04/11	07/15/11	07/18/11	
	4	08/15/11	August 15, 2011	07/18/11	07/29/11	08/01/11	
	5	09/01/11	September 1, 2011	08/01/11	08/12/11	08/15/11	
	6	09/15/11	September 15, 2011	08/15/11	08/26/11	08/29/11	
15	7	10/01/11	September 30, 2011	08/29/11	09/16/11	09/19/11	1
	8	10/15/11	October 14, 2011	09/19/11	09/30/11	10/03/11	1
	9	11/01/11	November 1, 2011	10/03/11	10/14/11	10/17/11	
	10	11/15/11	November 15, 2011	10/17/11	10/28/11	10/31/11	
	11	12/01/11	December 1, 2011	10/31/11	11/11/11	11/14/11	
	12	12/15/11	December 15, 2011	11/14/11	11/25/11	11/28/11	1,2,3
	13	01/01/12	December 30, 2011	11/28/11	12/09/11	12/07/11	1,2,3
15	14	01/15/12	January 13, 2012	12/12/11	12/30/11	01/04/12	1
	15	02/01/12	February 1, 2012	01/02/12	01/13/12	01/16/12	
	16	02/15/12	February 14, 2012	01/16/12	01/27/12	01/30/12	1
	17	03/01/12	March 1, 2012	01/30/12	02/10/12	02/13/12	
	18	03/15/12	March 15, 2012	02/13/12	02/24/12	02/27/12	
	19	04/01/12	March 30, 2012	02/27/12	03/09/12	03/12/12	1,2,3
15	20	04/15/12	April 13, 2012	03/12/12	03/30/12	04/02/12	1
	21	05/01/12	May 1, 2012	04/02/12	04/13/12	04/16/12	
	22	05/15/12	May 15, 2012	04/16/12	04/27/12	04/30/12	
	23	06/01/12	June 1, 2012	04/30/12	05/11/12	05/14/12	
15	24	06/15/12	June 15, 2012	05/14/12	06/01/12	06/04/12	

1- Indicates Bank Holiday or payday falls on a weekend and requires earlier processing dates
2- Indicates pending break/vacation and requires earlier processing dates
3- Indicates Calendar or Fiscal Year-end - requires earlier processing dates.