

## 2007-2008

### Time and Labor Payroll Deadlines

<b>Time Reporting Period</b>	<b>Employee Time Reporting Deadline</b>	<b>Manager Time Reporting Deadline</b>	<b>Pay date</b>
JUN 16 - JUN 29	Thursday, June 28 3:00 am	Thursday, June 28 11:00 am	July 5, 2007 Fourth of July
JUN 30 - JUL 13	Saturday, July 14 12:00 noon	Monday, July 16 10:00 am	July 19, 2007
JUL 14 - JUL 27	Saturday, July 28 12:00 noon	Monday, July 30 10:00 am	August 2, 2007
JUL 28 - AUG 10	Saturday, August 11 12:00 noon	Monday, August 13 1:00 pm	August 17, 2007 Start 5/8's
AUG 11 - AUG 24	Saturday, August 25 12:00 noon	Monday, August 27 1:00 pm	August 31, 2007
AUG 25 - SEPT 7	Saturday, Sept. 8 12:00 noon	Monday, Sept. 10 1:00 pm	September 14, 2007
SEPT 8 - SEPT 21	Saturday, Sept. 22 12:00 noon	Monday, Sept. 24 1:00 pm	September 28, 2007
SEPT 22 - OCT 5	Saturday, Oct. 6 12:00 noon	Monday, Oct. 8 1:00 pm	October 12, 2007
OCT 6 - OCT 19	Saturday, Oct. 20 12:00 noon	Monday, Oct. 22 1:00 pm	October 26, 2007
OCT 20 - NOV 2	Saturday, Nov. 3 12:00 noon	Monday, Nov. 5 1:00 pm	November 9, 2007
NOV 3 - NOV 16	Thursday, Nov. 15 6:00 pm	Friday, Nov. 16 10:00 am	November 21, 2007 Thanksgiving
NOV 17 - NOV 30	Saturday, Dec. 1 12:00 noon	Monday, Dec 3 1:00 pm	December 7, 2007
DEC 1 - DEC 14	Saturday, Dec. 15 12:00 noon	Monday, Dec. 17 10:00 am	December 20, 2007 Christmas
DEC 15 - DEC 28	Wednesday, Dec. 19 6:00 pm	Thursday, Dec 20 1:00 pm	January 4, 2008 New Year's
DEC 29 - JAN 11	Saturday, Jan. 12 12:00 noon	Monday, Jan. 14 1:00 pm	January 18, 2008
JAN 12 - JAN 25	Saturday, Jan. 26 12:00 noon	Monday, Jan. 28 1:00 pm	February 1, 2008
JAN 26 - FEB 8	Saturday, Feb. 9 12:00 noon	Monday, Feb. 11 1:00 pm	February 15, 2008
FEB 9 - FEB 22	Saturday, Feb. 23 12:00 noon	Monday, Feb. 25 1:00 pm	February 29, 2008
FEB 23 - MAR 7	Thursday, March 6 6:00 pm	Friday, March 7 10:00 am	March 12, 2008 Spring Break
MAR 8 - MAR 21	Saturday, March 22 12:00 noon	Monday, March 24 1:00 pm	March 28, 2008
MAR 22 - APR 4	Saturday, April 5 12:00 noon	Monday, April 7 1:00 pm	April 11, 2008
APR 5 - APR 18	Saturday, April 19 12:00 noon	Monday, April 21 1:00 pm	April 25, 2008
APR 19 - MAY 2	Saturday, May 3 12:00 noon	Monday, May 5 1:00 pm	May 9, 2008
MAY 3 - MAY 16	Saturday, May 17 12:00 noon	Monday, May 19 10:00 am	May 22, 2008 Summer Hrs. 4/10's
MAY 17 - MAY 30	Saturday, May 31 12:00 noon	Monday, June 2 10:00 am	June 5, 2008
MAY 31 - JUN 13	Saturday, June 14 12:00 noon	Monday, June 16 10:00 am	June 19, 2008

*Employees are required to report time no later than time noted on the deadline date.  
Managers are required to approve time reported no later than the time noted on the deadline date.*

**DEADLINES ARE SUBJECT TO CHANGE**