

Semi-Monthly Employees

Payroll Calendar

* (# of Hours in Pay Period are Based on a 35 Hour Work Week Example)

Payroll #	Payroll Period	# of Days in the Payroll Period	# of Hours in Pay Period * <i>35 Hour Work Week Example</i>	Web Time Entry From Date	Employee Web Time Entry End Date	Employee Web Time Entry Closing Time	Approver Web Time Entry To Date	Approver Web Time Entry Closing Time	Check Date
1	December 16-31, 2011	11	77	16-Dec-11	1-Jan-12	11:59 PM	3-Jan-12	11:59 PM	10-Jan-12
2	January 1-15, 2012	10	70	1-Jan-12	16-Jan-12	11:59 PM	17-Jan-12	11:59 PM	25-Jan-12
3	January 16-31, 2012	12	84	16-Jan-12	1-Feb-12	11:59 PM	2-Feb-12	11:59 PM	10-Feb-12
4	February 1-15, 2012	11	77	1-Feb-12	16-Feb-12	11:59 PM	17-Feb-12	11:59 PM	24-Feb-12
5	February 16-29, 2012	10	70	16-Feb-12	29-Feb-12	11:59 PM	1-Mar-12	10:00 AM	9-Mar-12
6	March 1-15, 2012	11	77	1-Mar-12	16-Mar-12	5:00 PM	19-Mar-12	10:00 AM	23-Mar-12
7	March 16-31, 2012	11	77	16-Mar-12	1-Apr-12	11:59 PM	2-Apr-12	10:00 AM	10-Apr-12
8	April 1-15, 2012	10	70	1-Apr-12	16-Apr-12	11:59 PM	17-Apr-12	11:59 PM	25-Apr-12
9	April 16-30, 2012	11	77	16-Apr-12	1-May-12	11:59 PM	2-May-12	11:59 PM	10-May-12
10	May 1-15, 2012	11	77	1-May-12	16-May-12	11:59 PM	17-May-12	11:59 PM	25-May-12
11	May 16-31, 2012	12	84	16-May-12	1-Jun-12	11:59 PM	4-Jun-12	10:00 AM	8-Jun-12
12	June 1-15, 2012	11	77	1-Jun-12	16-Jun-12	11:59 PM	18-Jun-12	11:59 PM	25-Jun-12