

TIMESAVER 2008 TIME/LEAVE ENTRY SUBMISSION DATES

PAY PERIOD DATES		PP	NEW HIRE/ CHANGE FORM/SIGN-ON SUBMISSION DEADLINE by 5:00pm	EMPLOYEE TIME/LEAVE ENTRY DEADLINE BY 5:00PM	TIME APPROVER SIGN-OFF DEADLINE BY 2:00PM	PAY DAY
01/11/08	01/24/08	15	01/23/08	01/24/08	01/25/08	02/01/08
01/25/08	02/07/08	16	02/06/08	02/07/08	02/08/08	02/15/08
02/08/08	02/21/08	17	02/20/08	02/21/08	02/22/08	02/29/08
02/22/08	03/06/08	18	03/05/08	03/06/08	03/07/08	03/14/08
03/07/08	03/20/08	19	03/19/08	03/20/08	03/21/08	03/28/08
03/21/08	04/03/08	20	04/02/08	04/03/08	04/04/08	04/11/08
04/04/08	04/17/08	21	04/16/08	04/17/08	04/18/08	04/25/08
04/18/08	05/01/08	22	04/30/08	05/01/08	05/02/08	05/09/08
05/02/08	05/15/08	23	05/14/08	05/15/08	05/16/08	05/23/08
05/16/08	05/29/08	24	05/28/08	05/29/08	05/30/08	06/06/08 ‡
05/30/08	06/12/08	25	06/10/08	06/12/08 Δ	06/12/08 Δ	06/20/08 ‡
06/13/08	06/26/08	26	06/24/08*	06/25/08*	06/26/08*	07/03/08*
06/27/08	07/10/08	1	07/08/08	07/10/08 Δ	07/10/08 Δ	07/18/08 ‡
07/11/08	07/24/08	2	07/22/08	07/24/08 Δ	07/24/08 Δ	08/01/08
07/25/08	08/07/08	3	08/06/08	08/07/08	08/08/08	08/15/08
08/08/08	08/21/08	4	08/20/08	08/21/08	08/22/08	08/29/08
08/22/08	09/04/08	5	09/03/08	09/04/08	09/05/08	09/12/08
09/05/08	09/18/08	6	09/17/08	09/18/08	09/19/08	09/26/08
09/19/08	10/02/08	7	10/01/08	10/02/08	10/03/08	10/10/08
10/03/08	10/16/08	8	10/09/08	10/16/08	10/17/08	10/24/08
10/17/08	10/30/08	9	10/23/08	10/30/08	10/31/08	11/07/08
10/31/08	11/13/08	10	11/06/08	11/13/08	11/14/08	11/21/08
11/14/08	11/27/08	11	11/18/08^	11/25/08^	11/26/08^	12/05/08
11/28/08	12/11/08	12	12/04/08	12/11/08	12/12/08	12/19/08
12/12/08	12/25/08	13	12/15/08	12/19/08**	12/19/08**	01/02/09
12/26/08	01/08/09	14	12/22/08	01/08/09	01/09/09	01/16/09

* Deadlines and Pay Day revised due to July 4th Holiday.

^ Deadlines revised due to Thanksgiving Holiday.

** Employees enter time by 12:00 p.m. and TimeApprovers Sign-off by 5:00 p.m. in TimeSaver.

‡ Physical Paychecks will be distributed after 2:00 pm on Thursday.

Δ Employees report time by 12:00 p.m.- Time Approvers sign-off by 5:00 p.m. on specified date.