

TIMESAVER 2009 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
01/09/09	01/22/09	15	01/15/09	01/22/09	01/23/09	01/30/09
01/23/09	02/05/09	16	01/29/09	02/05/09	02/06/09	02/13/09
02/06/09	02/19/09	17	02/12/09	02/19/09	02/20/09	02/27/09
02/20/09	03/05/09	18	02/26/09	03/05/09	03/06/09	03/13/09
03/06/09	03/19/09	19	03/12/09	03/19/09	03/20/09	03/27/09
03/20/09	04/02/09	20	03/26/09	04/02/09	04/03/09	04/10/09
04/03/09	04/16/09	21	04/09/09	04/16/09	04/17/09	04/24/09
04/17/09	04/30/09	22	04/23/09	04/30/09	05/01/09	05/08/09
05/01/09	05/14/09	23	05/07/09	05/14/09	05/15/09	05/22/09
05/15/09	05/28/09	24	05/21/09	05/28/09	05/29/09	06/05/09
05/29/09	06/11/09	25	06/04/09	06/11/09	06/12/09	06/19/09
06/12/09	06/25/09	26	6/17/09*	6/24/09*	06/25/09*	7/2/09*
06/26/09	07/09/09	1	07/02/09	07/09/09	07/10/09	07/17/09
07/10/09	07/23/09	2	07/16/09	07/23/09	07/24/09	07/31/09
07/24/09	08/06/09	3	07/30/09	08/06/09	08/07/09	08/14/09
08/07/09	08/20/09	4	08/13/09	08/20/09	08/21/09	08/28/09
08/21/09	09/03/09	5	08/26/09^	09/02/09^	09/03/09^	09/11/09
09/04/09	09/17/09	6	09/10/09	09/17/09	09/18/09	09/25/09
09/18/09	10/01/09	7	09/24/09	10/01/09	10/02/09	10/09/09
10/02/09	10/15/09	8	10/08/09	10/15/09	10/16/09	10/23/09
10/16/09	10/29/09	9	10/22/09	10/29/09	10/30/09	11/06/09
10/30/09	11/12/09	10	11/05/09	11/12/09	11/13/09	11/20/09
11/13/09	11/26/09	11	11/17/09**	11/24/09**	11/25/09**	12/04/09
11/27/09	12/10/09	12	12/03/09	12/10/09	12/11/09	12/18/09
12/11/09	12/24/09	13	12/15/09 Δ	12/22/09 Δ	12/23/09 Δ	12/31/09 Δ
12/25/09	01/07/10	14	12/30/09	01/07/10	01/08/10	01/15/10

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

^ Deadlines revised due to Labor Day Holiday.

** Deadlines revised due to Thanksgiving Holiday.

Δ Deadlines and Pay Day revised due to New Year's Day Holiday.