

Payroll Service Bureau
2013 Paperwork Submission Schedule
Payroll Certification Dates and Leave Keying Deadline for Semi-Monthly Payrolls

Pay Period	Payroll Submission Deadline	Payroll Certification Deadline	Leave Submission Deadline	Leave Keying Deadline	Payday
12/25/12-01/09/13	01/04/13	01/10/13	01/10/13	01/15/13	01/16/13
01/10/13-01/24/13	01/22/13	01/28/13	01/28/13	01/31/13	02/01/13
01/25/13-02/09/13	02/05/13	02/11/13	02/11/13	02/14/13	02/15/13
02/10/13-02/24/13	02/19/13	02/25/13	02/25/13	02/28/13	03/01/13
02/25/13-03/09/13	03/05/13	03/11/13	03/11/13	03/14/13	03/15/13
03/10/13-03/24/13	03/19/13	03/25/13	03/25/13	03/28/13	03/29/13
03/25/13-04/09/13	04/04/13	04/10/13	04/10/13	04/15/13	04/16/13
04/10/13-04/24/13	04/19/13	04/25/13	04/25/13	04/30/13	05/01/13
04/25/13-05/09/13	05/06/13	05/10/13	05/10/13	05/15/13	05/16/13
05/10/13-05/24/13	05/20/13	05/24/13	05/24/13	05/30/13	05/31/13
05/25/13-06/09/13	06/04/13	06/10/13	06/10/13	06/13/13	06/14/13
06/10/13-06/24/13	06/19/13	06/25/13	06/25/13	06/28/13	07/01/13
06/25/13-07/09/13	07/03/13	07/10/13	07/10/13	07/15/13	07/16/13
07/10/13-07/24/13	07/22/13	07/26/13	07/26/13	07/31/13	08/01/13
07/25/13-08/09/13	08/06/13	08/12/13	08/12/13	08/15/13	08/16/13
08/10/13-08/24/13	08/20/13	08/26/13	08/26/13	08/29/13	08/30/13
08/25/13-09/09/13	09/04/13	09/10/13	09/10/13	09/13/13	09/16/13
09/10/13-09/24/13	09/18/13	09/24/13	09/24/13	09/27/13	09/30/13
09/25/13-10/09/13	10/03/13	10/09/13	10/09/13	10/15/13	10/16/13
10/10/13-10/24/13	10/22/13	10/28/13	10/28/13	10/31/13	11/01/13
10/25/13-11/09/13	11/04/13	11/08/13	11/08/13	11/14/13	11/15/13
11/10/13-11/24/13	11/15/13	11/21/13	11/21/13	11/26/13	11/27/13
11/25/13-12/09/13	12/04/13	12/10/13	12/10/13	12/13/13	12/16/13
12/10/13-12/24/13	12/17/13	12/23/13	12/23/13	12/30/13	12/31/13