



**Submission Schedule**  
**2010 Bi-Weekly Salaried/SNE Payroll**

Payroll Period					Submission Deadline											
Period	Start Date	End Date	Pay Check Date		Timesheets from Employees who submit directly to Payroll		TimeSheets for Employees who work on SAT/ SUN and submit directly to Payroll		Time Files from Systems (Stromberg, TCM, Time Trax); West Coast EE Timesheets		All Data Entry for WFA		Compensation Related upload Files		ESS / MSS Approved Items/ Forms	
	Monday	Sunday	Weekday	Date	Weekday	Date	Weekday	Date	Weekday	Date	Weekday	Date	Weekday	Date	Weekday	Date
1	1/3/2011	1/16/2011	Friday	1/14/2011	Friday	1/7/2011	Monday	1/10/2011	Monday	1/10/2011	Friday	1/7/2011	Friday	1/7/2011	Friday	1/7/2011
2	1/17/2011	1/30/2011	Friday	1/28/2011	Friday	1/21/2011	Monday	1/24/2011	Monday	1/24/2011	Friday	1/21/2011	Friday	1/21/2011	Friday	1/21/2011
3	1/31/2011	2/13/2011	Friday	2/11/2011	Friday	2/4/2011	Monday	2/7/2011	Monday	2/7/2011	Friday	2/4/2011	Friday	2/4/2011	Friday	2/4/2011
4	2/14/2011	2/27/2011	Friday	2/25/2011	Thursday	2/17/2011	Thursday	2/17/2011	Friday	2/18/2011	Thursday	2/17/2011	Thursday	2/17/2011	Thursday	2/17/2011
5	2/28/2011	3/13/2011	Friday	3/11/2011	Friday	3/4/2011	Monday	3/7/2011	Monday	3/7/2011	Friday	3/4/2011	Friday	3/4/2011	Friday	3/4/2011
6	3/14/2011	3/27/2011	Friday	3/25/2011	Friday	3/18/2011	Monday	3/21/2011	Monday	3/21/2011	Friday	3/18/2011	Friday	3/18/2011	Friday	3/18/2011
7	3/28/2011	4/10/2011	Friday	4/8/2011	Friday	4/1/2011	Monday	4/4/2011	Monday	4/4/2011	Friday	4/1/2011	Friday	4/1/2011	Friday	4/1/2011
8	4/11/2011	4/24/2011	Friday	4/22/2011	Friday	4/15/2011	Monday	4/18/2011	Monday	4/18/2011	Friday	4/15/2011	Friday	4/15/2011	Friday	4/15/2011
9	4/25/2011	5/8/2011	Friday	5/6/2011	Friday	4/29/2011	Monday	5/2/2011	Monday	5/2/2011	Friday	4/29/2011	Friday	4/29/2011	Friday	4/29/2011
10	5/9/2011	5/22/2011	Friday	5/20/2011	Friday	5/13/2011	Monday	5/16/2011	Monday	5/16/2011	Friday	5/13/2011	Friday	5/13/2011	Friday	5/13/2011
11*	5/23/2011	6/5/2011	Friday	6/3/2011	Thursday	5/26/2011	Thursday	5/26/2011	Friday	5/27/2011	Thursday	5/26/2011	Thursday	5/26/2011	Thursday	5/26/2011
12	6/6/2011	6/19/2011	Friday	6/17/2011	Friday	6/10/2011	Monday	6/13/2011	Monday	6/13/2011	Friday	6/10/2011	Friday	6/10/2011	Friday	6/10/2011
13	6/20/2011	7/3/2011	Friday	7/1/2011	Friday	6/24/2011	Monday	6/27/2011	Monday	6/27/2011	Friday	6/24/2011	Friday	6/24/2011	Friday	6/24/2011
14	7/4/2011	7/17/2011	Friday	7/15/2011	Friday	7/8/2011	Monday	7/11/2011	Monday	7/11/2011	Friday	7/8/2011	Friday	7/8/2011	Friday	7/8/2011
15	7/18/2011	7/31/2011	Friday	7/29/2011	Friday	7/22/2011	Monday	7/25/2011	Monday	7/25/2011	Friday	7/22/2011	Friday	7/22/2011	Friday	7/22/2011
16	8/1/2011	8/14/2011	Friday	8/12/2011	Friday	8/5/2011	Monday	8/8/2011	Monday	8/8/2011	Friday	8/5/2011	Friday	8/5/2011	Friday	8/5/2011
17	8/15/2011	8/28/2011	Friday	8/26/2011	Friday	8/19/2011	Monday	8/22/2011	Monday	8/22/2011	Friday	8/19/2011	Friday	8/19/2011	Friday	8/19/2011
18*	8/29/2011	9/11/2011	Friday	9/9/2011	Thursday	9/1/2011	Thursday	9/1/2011	Friday	9/2/2011	Thursday	9/1/2011	Thursday	9/1/2011	Thursday	9/1/2011
19	9/12/2011	9/25/2011	Friday	9/23/2011	Friday	9/16/2011	Monday	9/19/2011	Monday	9/19/2011	Friday	9/16/2011	Friday	9/16/2011	Friday	9/16/2011
20	9/26/2011	10/9/2011	Friday	10/7/2011	Friday	9/30/2011	Monday	10/3/2011	Monday	10/3/2011	Friday	9/30/2011	Friday	9/30/2011	Friday	9/30/2011
21	10/10/2011	10/23/2011	Friday	10/21/2011	Friday	10/14/2011	Monday	10/17/2011	Monday	10/17/2011	Friday	10/14/2011	Friday	10/14/2011	Friday	10/14/2011
22	10/24/2011	11/6/2011	Friday	11/4/2011	Friday	10/28/2011	Monday	10/31/2011	Monday	10/31/2011	Friday	10/28/2011	Friday	10/28/2011	Friday	10/28/2011
23	11/7/2011	11/20/2011	Friday	11/18/2011	Friday	11/11/2011	Monday	11/14/2011	Monday	11/14/2011	Friday	11/11/2011	Friday	11/11/2011	Friday	11/11/2011
24	11/21/2011	12/4/2011	Friday	12/2/2011	Friday	11/25/2011	Monday	11/28/2011	Monday	11/28/2011	Friday	11/25/2011	Friday	11/25/2011	Friday	11/25/2011
25	12/5/2011	12/18/2011	Friday	12/16/2011	Friday	12/9/2011	Monday	12/12/2011	Monday	12/12/2011	Friday	12/9/2011	Friday	12/9/2011	Friday	12/9/2011
26*	12/19/2011	1/1/2012	Friday	12/30/2011	Thursday	12/22/2011	Thursday	12/22/2011	Friday	12/23/2011	Thursday	12/22/2011	Thursday	12/22/2011	Thursday	12/22/2011
					Recipient: Payroll		Recipient: Payroll		Recipient: Payroll		Recipient: HR Operations		Recipient: Payroll		Recipient: WFA/Payroll	
					Deadline: 5:30 pm EST		Deadline: 11:30 am EST		Deadline: 1:30 pm EST		Deadline: 12:00 pm EST/PST		Deadline: 12:00 pm EST		Deadline: 12:00 pm EST	

\* Denotes changes to standard Submission Schedule

\* 02/21/2011 being a Holiday on account of President's day i.e Monday, Submission deadline is moved to Thursday 02/17/2011.

\* 05/30/2011 being a Holiday on account of Memorial day i.e Monday, Submission deadline is moved to Thursday 05/26/2011.

\* 09/05/2011 being a Holiday on account of Labour Day i.e Monday, Submission deadline is moved to Thursday 09/01/2011.

\* 12/26/2011 being a Holiday on account of Christmas Eve i.e Monday, Submission deadline is moved to Thursday 12/22/2010.