

2012 Monthly Payroll Schedule

MN Payroll No.	Pay Period Start Date	Pay Period End Date	Deadline for submittal of Paperwork to HR	
			**See below for New Hires	Check Date
1	1/1/2012	1/31/2012	1/6/2012	1/31/2012
2	2/1/2012	2/28/2012	2/7/2012	2/29/2012
3	3/1/2012	3/31/2012	3/7/2012	3/30/2012
4	4/1/2012	4/30/2012	4/9/2012	4/30/2012
5	5/1/2012	5/31/2012	5/7/2012	5/31/2012
6	6/1/2012	6/30/2012	6/5/2012	6/29/2012
7	7/1/2012	7/31/2012	7/9/2012	7/31/2012
8	8/1/2012	8/31/2012	8/2/2012	8/31/2012
9	9/1/2012	9/30/2012	9/7/2012	9/28/2012
10	10/1/2012	10/31/2012	10/5/2012	10/31/2012
11	11/1/2012	11/30/2012	11/5/2012	11/30/2012
12	12/1/2012	12/31/2012	11/27/2012	12/17/2012

\*\*For employees paid on the month end payroll with a start date of 1st - 15th of the month: All paperwork due to HR 2-weeks prior to start date for inclusion in current month's payroll.

\*\*For employees paid on the month end payroll with a start date 16th - 31st of the month: All paperwork due to HR 2-weeks prior to start date. Employee's first pay date will be the month following date of hire.