

Deadline for Approving Timecards



December 2008							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	B13
7	8	9	10	11	◆	13	
14	15	16	17	18	19	20	B14
21	22	23	d	H	◆	27	
28	29	30	31				
January 2009							
S	M	T	W	T	F	S	
				H	2	3	B15
4	5	6	7	8	◆	10	
11	12	13	14	15	H	17	B16
18	H	20	21	22	◆	24	
25	26	27	28	29	30	31	B17
February 2009							
S	M	T	W	T	F	S	
1	2	3	4	5	◆	7	B18
8	9	10	11	12	13	14	
15	16	17	18	19	◆	21	B19
22	23	24	25	26	27	28	

December 20, 2008	Payperiod B14 begins GO-Live Date -- system available for employees'
December 31, 2008	ALL timecards must be submitted AND approved
January 9, 2008	First pay in the STEP System

January 3, 2009	Payperiod B15 begins
January 15, 2009	ALL timecards must be submitted AND approved Leave and hours worked and NOT submitted on 12/31 must be entered in this payperiod--previous timecard
January 23, 2009	Second pay in the STEP System

January 17, 2009	Payperiod B16 begins
February 2, 2009	ALL timecards must be submitted AND approved by noon <i>NOTE: It is anticipated this date will be changed after Go-Live</i>
February 6, 2009	Second pay in the STEP System