

HR/Payroll Weekly Pay Schedule Calendar Year 2015

Requests for Timesheet			
Week #	Pay Period	Corrections Due in Payroll <small>See Notes Below</small>	Time Approval Cutoff
JAN			
01	12/28/14	Wed 12/24/14	Mon 12/29 - 5pm
02	12/29/14- 01/04/15	Wed 12/31/14	Mon 01/05 - 5pm
03	01/05 - 01/11	Thurs 01/08	Mon 01/12 - 5pm
04	01/12 - 01/18	Thurs 01/15	Tues 01/20 - 12pm
05	01/19 - 01/25	Thurs 01/22	Mon 01/26 - 5pm
FEB			
06	01/26 - 02/01	Thurs 01/29	Mon 02/02 - 5pm
07	02/02 - 02/08	Thurs 02/05	Mon 02/09 - 5pm
08	02/09 - 02/15	Thurs 02/12	Tues 02/17 - 12pm
09	02/16 - 02/22	Thurs 02/19	Mon 02/23 - 5pm
MAR			
10	02/23 - 03/01	Thurs 02/26	Mon 03/02 - 5pm
11	03/02 - 03/08	Thurs 03/05	Mon 03/09 - 5pm
12	03/09 - 03/15	Thurs 03/12	Mon 03/16 - 5pm
13	03/16 - 03/22	Thurs 03/19	Mon 03/23 - 5pm
APRIL			
14	03/23 - 03/29	Thurs 03/26	Mon 03/30 - 5pm
15	03/30 - 04/05	Thurs 04/02	Mon 04/06 - 5pm
16	04/06 - 04/12	Thurs 04/09	Mon 04/13 - 5pm
17	04/13 - 04/19	Thurs 04/16	Tues 04/21 - 12pm
MAY			
18	04/20 - 04/26	Thurs 04/23	Mon 04/27 - 5pm
19	04/27 - 05/03	Thurs 04/30	Mon 05/04 - 5pm
20	05/04 - 05/10	Thurs 05/07	Mon 05/11 - 5pm
21	05/11 - 05/17	Thurs 05/14	Mon 05/18 - 5pm
22	05/18 - 05/24	Thurs 05/21	Tues 05/26 - 12pm
JUNE			
23	05/25 - 05/31	Thurs 05/28	Mon 06/01 - 5pm
24	06/01 - 06/07	Thurs 06/04	Mon 06/08 - 5pm
25	06/08 - 06/14	Thurs 06/11	Mon 06/15 - 5pm
26	06/15 - 06/21	Thurs 06/18	Mon 06/22 - 5pm
JULY			
27	06/22 - 06/28	Thurs 06/25	Mon 06/29 - 5pm
28	06/29 - 07/05	Thurs 07/02	Mon 07/06 - 5pm
29	07/06 - 07/12	Thurs 07/09	Mon 07/13 - 5pm
30	07/13 - 07/19	Thurs 07/16	Mon 07/20 - 5pm
31	07/20 - 07/26	Thurs 07/23	Mon 07/27 - 5pm

AUG			
32	07/27 - 08/02	Thurs 07/30	Mon 08/03 - 5pm
33	08/03 - 08/09	Thurs 08/06	Mon 08/10 - 5pm
34	08/10 - 08/16	Thurs 08/13	Mon 08/17 - 5pm
35	08/17 - 08/23	Thurs 08/20	Mon 08/24 - 5pm
SEPT			
36	08/24 - 08/30	Thurs 08/27	Mon 08/31 - 5pm
37	08/31 - 09/06	Thurs 09/03	Tues 09/08 - 12pm
38	09/07 - 09/13	Thurs 09/10	Mon 09/14 - 5pm
39	09/14 - 09/20	Thurs 09/17	Mon 09/21 - 5pm
OCT			
40	09/21 - 09/27	Thurs 09/24	Mon 09/28 - 5pm
41	09/28 - 10/04	Thurs 10/01	Mon 10/05 - 5pm
42	10/05 - 10/11	Thurs 10/08	Tues 10/13 - 12pm
43	10/12 - 10/18	Thurs 10/15	Mon 10/19 - 5pm
44	10/19 - 10/25	Thurs 10/22	Mon 10/26 - 5pm
NOV			
45	10/26 - 11/01	Thurs 10/29	Mon 11/02 - 5pm
46	11/02 - 11/08	Thurs 11/05	Mon 11/09 - 5pm
47	11/09 - 11/15	Thurs 11/12	Mon 11/16 - 5pm
48	11/16 - 11/22	Thurs 11/19	Mon 11/23 - 12pm
DEC			
49	11/23 - 11/29	Tues 11/24	Mon 11/30 - 5pm
50	11/30 - 12/06	Thurs 12/03	Mon 12/07 - 5pm
51	12/07 - 12/13	Thurs 12/10	Mon 12/14 - 5pm
52	12/14 - 12/20	Thurs 12/17	Mon 12/21 - 5pm
53	12/21 - 12/27	Thurs 12/24	Mon 12/28 - 5pm

NOTES:

- DLC administrators can make corrections via SAPweb for the current week and 4 previous weeks for employees; and for the current week and 10 previous weeks for students. DLC administrators only need to use the "Request for Time Sheet Correction" form if the pay week is not available on the drop down menu in the time sheet.
All timesheet correction due dates have a 12:00 PM cutoff time, unless otherwise noted.
- Dates in bold indicate an early cutoff due to holiday.
- This schedule is subject to change if unforeseen situations occur. If a date changes, we will update this calendar and email hrpayroll_communications@mit.edu.

Weekly Paydate
01/02
01/09
01/16
01/23
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