

## HR/Payroll Weekly Pay Schedule Calendar Year 2014

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

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

#### 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](mailto:hrpayroll_communications@mit.edu).