

ETES Biweekly Schedule of Cut-Off Dates - 2008

Biweekly Employees must complete their timesheet data entry in ETES and approval by 12 pm on the day of the cut-off shown below in order to be issued on the corresponding payday. For employees who work on Saturdays, supervisors will be able to enter those employees' hours until 10 am on the morning of the Supervisor Approval cut-off date. Supervisors of employees using ETES must approve their employees' timesheets by 10 am on the day of the cut-off shown below.

Work Period	Employee Data Entry and Approval Cut-Off Dates/Times	Supervisor Approval Cut-Off Dates/Times	Pay Dates
Dec 16, 2007 to Dec 29, 2007	Dec 26, 2007	Dec 27, 2007	Jan 4, 2008
Dec 30, 2007 to Jan 12, 2008	Jan 11, 2008	Jan 14, 2008	Jan 18, 2008
Jan 13, 2008 to Jan 26, 2008	Jan 25, 2008	Jan 28, 2008	Feb 1, 2008
Jan 27, 2008 to Feb 9, 2008	Feb 8, 2008	Feb 11, 2008	Feb 15, 2008
Feb 10, 2008 to Feb 23, 2008	Feb 22, 2008	Feb 25, 2008	Feb 29, 2008
Feb 24, 2008 to Mar 8, 2008	Mar 7, 2008	Mar 10, 2008	Mar 14, 2008
Mar 9, 2008 to Mar 22, 2008	Mar 21, 2008	Mar 24, 2008	Mar 28, 2008
Mar 23, 2008 to Apr 5, 2008	Apr 4, 2008	Apr 7, 2008	Apr 11, 2008
Apr 6, 2008 to Apr 19, 2008	Apr 18, 2008	Apr 21, 2008	Apr 25, 2008
Apr 20, 2008 to May 3, 2008	May 2, 2008	May 5, 2008	May 9, 2008
May 4, 2008 to May 17, 2008	May 16, 2008	May 19, 2008	May 23, 2008
May 18, 2008 to May 31, 2008	May 30, 2008	Jun 2, 2008	Jun 6, 2008
Jun 1, 2008 to Jun 14, 2008	Jun 13, 2008	Jun 16, 2008	Jun 20, 2008
Jun 15, 2008 to Jun 28, 2008	Jun 26, 2008	Jun 27, 2008	Jul 3, 2008
Jun 29, 2008 to Jul 12, 2008	Jul 11, 2008	Jul 14, 2008	Jul 18, 2008
Jul 13, 2008 to Jul 26, 2008	Jul 25, 2008	Jul 28, 2008	Aug 1, 2008
Jul 27, 2008 to Aug 9, 2008	Aug 8, 2008	Aug 11, 2008	Aug 15, 2008
Aug 10, 2008 to Aug 23, 2008	Aug 22, 2008	Aug 25, 2008	Aug 29, 2008
Aug 24, 2008 to Sep 6, 2008	Sep 5, 2008	Sep 8, 2008	Sep 12, 2008
Sep 7, 2008 to Sep 20, 2008	Sep 19, 2008	Sep 22, 2008	Sep 26, 2008
Sep 21, 2008 to Oct 4, 2008	Oct 3, 2008	Oct 6, 2008	Oct 10, 2008
Oct 5, 2008 to Oct 18, 2008	Oct 17, 2008	Oct 20, 2008	Oct 24, 2008
Oct 19, 2008 to Nov 1, 2008	Oct 31, 2008	Nov 3, 2008	Nov 7, 2008
Nov 2, 2008 to Nov 15, 2008	Nov 14, 2008	Nov 17, 2008	Nov 21, 2008
Nov 16, 2008 to Nov 29, 2008	Nov 28, 2008	Dec 1, 2008	Dec 5, 2008
Nov 30, 2008 to Dec 13, 2008	Dec 12, 2008	Dec 15, 2008	Dec 19, 2008
Dec 14, 2008 to Dec 27, 2008	Dec 22, 2008	Dec 23, 2008	Jan 2, 2009

Pay Periods with early cut-offs are bolded