

ETES Biweekly Schedule of Cut-Off Dates - 2009

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.

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

Pay Periods with early cut-offs are bolded