

ETES Temporary Schedule of Cut-Off Dates - 2009

Temporary Employees must complete their timesheet data entry in ETES and approval by 5 pm on the day of the cut-off shown below - unless it is otherwise indicated - 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 2 pm on the morning of the Supervisor Approval cut-off date. Supervisors of employees using ETES must approve their employees' timesheets by 2 pm on the day of the cut-off shown (12 pm on bolded dates).

Dates for March through December are subject to change as the temporary employee pay periods transition.

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

Dates for March through December are subject to change as the temporary employee pay periods transition.

Pay Periods with early cut-offs are bolded