Position/Appointment Forms and Additional Pay Requests must be received in the Payroll Office by **5:00 PM** on the day of the cut-off shown below in order for the forms to be processed for the corresponding pay date. Please submit forms earlier when available.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>PAYDATE</th>
<th>CUTOFF DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/31/13</td>
<td>1/16/13</td>
</tr>
<tr>
<td>February</td>
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<td>March</td>
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<tr>
<td>April</td>
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<td>12/11/13</td>
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