

## 2008 PAYROLL PROCESSING SCHEDULE

### BIWEEKLY PAYROLL

			PAY REQUESTS	PAYROLL	PAY
PAY	PAPERWORK	DEADLINE FOR	DUE TO PAYROLL	RUN DATE	DATE
	DUE TO HR	TAS 2:00 PM	AT 5:00 PM		
PERIOD					
12/16/2007 - 12/29/2007	12/26/07	*	*	01/02/08	01/04/08
12/30/2007 - 01/12/2008	01/10/08	01/14/08	01/14/08	01/15/08	01/18/08
01/13/2008 - 01/26/2008	01/24/08	01/28/08	01/28/08	01/29/08	02/01/08
01/27/2008 - 02/09/2008	02/07/08	02/11/08	02/11/08	02/12/08	02/15/08
02/10/2008 - 02/23/2008	02/21/08	02/25/08	02/25/08	02/26/08	02/29/08
02/24/2008 - 03/08/2008	03/06/08	03/10/08	03/10/08	03/11/08	03/14/08
03/09/2008 - 03/22/2008	03/20/08	03/24/08	03/24/08	03/25/08	03/28/08
03/23/2008 - 04/05/2008	04/03/08	04/07/08	04/07/08	04/08/08	04/11/08
04/06/2008 - 04/19/2008	04/17/08	04/21/08	04/21/08	04/22/08	04/25/08
04/20/2008 - 05/03/2008	05/01/08	05/05/08	05/05/08	05/06/08	05/09/08
05/04/2008 - 05/17/2008	05/15/08	05/19/08	05/19/08	05/20/08	05/23/08
05/18/2008 - 05/31/2008	05/29/08	06/02/08	06/02/08	06/03/08	06/06/08
06/01/2008 - 06/14/2008	06/12/08	06/16/08	06/16/08	06/17/08	06/20/08
06/15/2008 - 06/28/2008	06/26/08	**	**	06/30/08	07/03/08
06/29/2008 - 07/12/2008	07/10/08	07/14/08	07/14/08	07/15/08	07/18/08
07/13/2008 - 07/26/2008	07/24/08	07/28/08	07/28/08	07/29/08	08/01/08
07/27/2008 - 08/09/2008	08/07/08	08/11/08	08/11/08	08/12/08	08/15/08
08/10/2008 - 08/23/2008	08/21/08	08/25/08	08/25/08	08/26/08	08/29/08
08/24/2008 - 09/06/2008	09/03/08	09/08/08	09/08/08	09/09/08	09/12/08
09/07/2008 - 09/20/2008	09/17/08	09/22/08	09/22/08	09/23/08	09/26/08
09/21/2008 - 10/04/2008	10/02/08	10/06/08	10/06/08	10/07/07	10/10/08
10/05/2008 - 10/18/2008	10/16/08	10/20/08	10/20/08	10/21/08	10/24/08
10/19/2008 - 11/01/2008	10/30/08	11/03/08	11/03/08	11/04/08	11/07/08
11/02/2008 - 11/15/2008	11/13/08	11/17/08	11/17/08	11/18/08	11/21/08
11/16/2008 - 11/29/2008	11/25/08	12/01/08	12/01/08	12/02/08	12/05/08
11/30/2008 - 12/13/2008	12/11/08	12/15/08	12/15/08	12/16/08	12/19/08
12/14/2008 - 12/27/2008	12/22/08	12/29/08	12/29/08	12/30/08	01/02/09

\* Holiday Change, TAS due 01/02/08 at 10:00 am, Pay Request due 9:00 am

\*\* Holiday Change, TAS due 06/30/08 at 10:00 am, Pay Request due 9:00 am

### Supplemental Payrolls

### MONTHLY PAYROLL SCHEDULE

PAY	PAPERWORK	PAYROLL	PAY	PAY REQUESTS		
PERIOD	DUE TO HR	RUN DATE	DATE	DUE BY 5:00 PM	RUN DATE	PAY DATE
January-08	01/18/08	01/24/08	01/31/08	01/09/08	01/10/08	01/15/08
February-08	02/18/08	02/21/08	02/29/08	02/07/08	02/08/08	02/15/08
March-08	03/21/08	03/26/08	03/31/08	03/06/08	03/07/08	03/14/08
April-08	04/21/08	04/24/08	04/30/08	04/09/08	04/10/08	04/15/08
May-08	05/20/08	05/23/08	05/30/08	05/09/08	05/12/08	05/15/08
June-08	06/20/08	06/25/08	06/30/08	06/09/08	06/10/08	06/13/08
July-08	07/18/08	07/24/08	07/31/08	07/09/08	07/10/08	07/15/08
August-08	08/15/08	08/21/08	08/29/08	08/07/08	08/08/08	08/15/08
September-08	09/19/08	09/25/08	09/30/08	09/09/08	09/10/08	09/15/08
October-08	10/23/08	10/28/08	10/31/08	10/08/08	10/09/08	10/15/08
November-08	11/17/08	11/20/08	11/26/08	11/10/08	11/11/08	11/14/08
December-08	12/18/08	12/23/08	12/30/08	12/09/08	12/10/08	12/15/08

\* Please Note: All Pay Requests are due in the Payroll Dept by 5:00pm the day before the Payroll Run Date. Any requests received after the date will be processed in the next available cycle.

**MONTHLY PAYROLL SCHEDULE FOR TEC DOCs**

<b>PAY PERIOD</b>	<b>HR PAPERWORK TO TEC FINANCE</b>	<b>PAPERWORK DUE TO HR</b>	<b>FINANCE REQUESTS DUE TO TEC ADMIN</b>	<b>PAPERWORK DUE IN EU PAYROLL</b>	<b>PAYROLL RUN DATE</b>	<b>PAY DATE</b>
January-08	01/10/08	01/18/08	01/17/08	01/23/08	01/24/08	01/31/08
February-08	02/08/08	02/18/08	02/15/08	02/20/08	02/21/08	02/29/08
March-08	03/13/08	03/21/08	03/20/08	03/25/08	03/26/08	03/31/08
April-08	04/11/08	04/21/08	04/18/08	04/23/08	04/24/08	04/30/08
May-08	05/12/08	05/20/08	05/19/08	05/22/08	05/23/08	05/30/08
June-08	06/12/08	06/20/08	06/19/08	06/24/08	06/25/08	06/30/08
July-08	07/10/08	07/18/08	07/18/08	07/23/08	07/24/08	07/31/08
August-08	08/07/08	08/15/08	08/15/08	08/20/08	08/21/08	08/29/08
September-08	09/11/08	09/19/08	09/19/08	09/24/08	09/25/08	09/30/08
October-08	10/15/08	10/23/08	10/22/08	10/27/08	10/28/08	10/31/08
November-08	11/07/08	11/17/08	11/14/08	11/19/08	11/20/08	11/26/08
December-08	12/10/08	12/18/08	12/17/08	12/22/08	12/23/08	12/30/08

**Supplemental Payrolls**

<b>REQUESTS DUE TO TO TEC ADMIN</b>	<b>PAY REQUESTS DUE IN PAYROLL 5PM</b>	<b>RUN DATE</b>	<b>PAY DATE</b>
1/4/2008	01/09/08	01/10/08	01/15/08
2/4/2008	02/07/08	02/08/08	02/15/08
3/3/2008	03/06/08	03/07/08	03/14/08
4/4/2008	04/09/08	04/10/08	04/15/08
5/6/2008	05/09/08	05/12/08	05/15/08
06/04/087	06/09/08	06/10/08	06/13/08
7/3/2008	07/09/08	07/10/08	07/15/08
8/4/2008	08/07/08	08/08/08	08/15/08
9/4/2008	09/09/08	09/10/08	09/15/08
10/3/2008	10/08/08	10/09/08	10/15/08
11/5/2008	11/10/08	11/11/08	11/14/08
12/4/2008	12/09/08	12/10/08	12/15/08