



2014 Bi-Weekly Payroll Calendar for PAMs



January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day 	2	3 PAYDAY Omit 	4
5	6	7	8	9	10 Employee Approval	11
12	13 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 pm	14 Final Payment Process	15	16	17 PAYDAY	18
19	20 	21	22	23	24 Employee Approval	25
26	27 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	28 Final Payment Process	29	30	31 PAYDAY	

February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Employee Approval	8
9	10 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	11 Final Payment Process	12	13	14 PAYDAY	15
16	17 	18	19	20	21 Employee Approval	22
23	24 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	25 Final Payment Process	26	27	28 PAYDAY	

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Employee Approval	8
9	10 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	11 Final Payment Process	12	13	14 PAYDAY	15
16	17	18	19	20	21 Employee Approval	22
23	24 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	25 Final Payment Process	26	27	28 PAYDAY	29
30	31					

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Employee Approval	5
6	7 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	8 Final Payment Process	9	10	11 PAYDAY	12
13	14	15	16	17	18 Employee Approval	19
20	21 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	22 Final Payment Process	23	24	25 PAYDAY	26
27	28	29	30			

May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Employee Approval	3
4	5 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	6 Final Payment Process	7	8	9 PAYDAY	10
11	12	13	14	15	16 Employee Approval	17
18	19 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	20 Final Payment Process	21	22	23 PAYDAY	24
25	26 Memorial Day 	27	28	29	30 Employee Approval	31

June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
1	2 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	3 Final Payment Process	4	5	6 PAYDAY	7
8	9	10	11	12	13 Employee Approval	14
15	16 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	17 Final Payment Process	18	19	20 PAYDAY	21
22	23	24	25	26 Employee Approval	27 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30pm	28
29	30 Final Payment					

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 PAYDAY	4 Independence Day Holiday 	5
6	7	8	9	10	11 Employee Approval	12
13	14 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	15 Final Payment Process	16	17	18 PAYDAY	19
20	21	22	23	24	25 Employee Approval	26
27	28 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	29 Final Payment Process	30	31		

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PAYDAY Omit 	2
3	4	5	6	7	8 Employee Approval	9
10	11 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	12 Final Payment Process	13	14	15 PAYDAY	16
17	18	19	20	21	22 Employee Approval	23
24	25 •Manager Approval Due by 10:00 AM • PAM Sign Off by 1:30 PM	26 Final Payment Process	27	28	29 PAYDAY	30
31						

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day 	2	3	4	5 Employee Approval	6
7	8 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	9 • Final Payment Process	10	11	12 PAYDAY	13
14	15	16	17	18	19 Employee Approval	20
21	22 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	23 Final Payment Process	24	25	26 PAYDAY	27
28	29	30				

October 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Employee Approval	4
5	6 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	7 Final Payment Process	8	9	10 PAYDAY	11
12	13	14	15	16	17 Employee Approval	18
19	20 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	21 Final Payment Process	22	23	24 PAYDAY	25
26	27	28	29	30	31 Employee Approval	

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	4 Final Payment Process	5	6	7 PAYDAY	8
9	10	11 Veterans Day (Banks Closed)	12	13	14 Employee Approval	15
16	17 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30pm	18 Final Payment Process	19	20	21 PAYDAY	22
23	24	25	26 Employee Approval	27	28	29
30				Thanksgiving		

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	2 Final Payment Process	3	4	5 PAYDAY	6
7	8	9	10	11	12 Employee Approval	13
14	15 •Manager Approval Due by 10:00 AM •PAM Sign Off by 1:30 PM	16 Final Payment Process	17	18	19 PAYDAY Employee Approval Due for BW 1-2014	20
21	22 Employee Approval Due for BW 1-2015 @ 10am •Manager Approval Due by 1:30PM •PAM Sign Off by COB	23 Final Payment Process	24 Floating Holiday	25 Christmas Day	26 Floating Holiday	27
28	29 Special Release Day 	30 Special Release Day 	31 Special Release Day 			

