

2012 Time Card/Pay Calendar

work period beginning	work period ending	time report due by noon Pacific Time	Payroll Date
12/18/2011	12/31/2011	1/3/2012	1/6/2012
1/1/2012	1/14/2012	1/17/2012	1/20/2012
1/15/2012	1/28/2012	1/31/2012	2/3/2012
1/29/2012	2/11/2012	2/14/2012	2/17/2012
2/12/2012	2/25/2012	2/28/2012	3/2/2012
2/26/2012	3/10/2012	3/13/2012	3/16/2012
3/11/2012	3/24/2012	3/27/2012	3/30/2012
3/25/2012	4/7/2012	4/10/2012	4/13/2012
4/8/2012	4/21/2012	4/24/2012	4/27/2012
4/22/2012	5/5/2012	5/8/2012	5/11/2012
5/6/2012	5/19/2012	5/22/2012	5/25/2012
5/20/2012	6/2/2012	6/5/2012	6/8/2012
6/3/2012	6/16/2012	6/19/2012	6/22/2012
6/17/2012	6/30/2012	7/2/2012	7/5/2012
7/1/2012	7/14/2012	7/17/2012	7/20/2012
7/15/2012	7/28/2012	7/31/2012	8/3/2012
7/29/2012	8/11/2012	8/14/2012	8/17/2012
8/12/2012	8/25/2012	8/28/2012	8/31/2012
8/26/2012	9/8/2012	9/11/2012	9/14/2012
9/9/2012	9/22/2012	9/25/2012	9/28/2012
9/23/2012	10/6/2012	10/9/2012	10/12/2012
10/7/2012	10/20/2012	10/23/2012	10/26/2012
10/21/2012	11/3/2012	11/6/2012	11/9/2012
11/4/2012	11/17/2012	11/19/2012	11/22/2012
11/18/2012	12/1/2012	12/4/2012	12/7/2012
12/2/2012	12/15/2012	12/18/2012	12/21/2012
12/16/2012	12/29/2012	12/31/2012	1/3/2013
12/30/2012	1/12/2013	1/15/2013	1/18/2013
1/13/2013	1/26/2013	1/29/2013	2/1/2013

Note:

- Client signed time reports faxed to 650.649.2602 or 541.396-5088 by noon Pacific time on due date will be paid as shown (unless otherwise noted).
- Checks will be ready on the pay date shown by noon or direct deposit funds will be available (W2 only) on the pay date shown. Checks will be mailed by COB on pay date shown.
- time reports received after cut off are delayed until the following cycle
- Time reports not approved by client cannot be processed
- Time sheets with white out or corrections must be initialed by the manager to process
- After faxing time reports, please mail original within 30 days to: Encore Tech, Attn: Time Cards, PO Box 219, Coquille OR 97423/