

TMS 2009 Biweekly Pay Days



PAY Pay Day

TEC Time Entry Cutoff

APP Approval Cutoff (5:00 p.m. PST)

January						
S	M	T	W	T	F	S
				1 H	2 H	3
4	5 APP	6	7	8	9 PAY	10
11	12	13 TEC	14	15 APP	16	17
18	19 H	20	21	22	23 PAY	24
25	26	27 TEC	28	29 APP	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6 PAY	7
8	9	10 TEC	11	12 APP	13	14
15	16 H	17	18	19	20 PAY	21
22	23	24 TEC	25	26 APP	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6 PAY	7
8	9	10 TEC	11	12 APP	13	14
15	16	17	18	19	20 PAY	21
22	23	24 TEC	25	26 APP	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3 PAY	4
5	6	7 TEC	8	9 APP	10	11
12	13	14	15	16	17 PAY	18
19	20	21 TEC	22	23 APP	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1 PAY	2
3	4	5 TEC	6	7 APP	8	9
10	11	12	13	14	15 PAY	16
17	18	19 TEC	20	21 APP	22	23
24	25 H	26	27	28	29 PAY	30
31						

June						
S	M	T	W	T	F	S
	1	2 TEC	3	4 APP	5	6
7	8	9	10	11	12 PAY	13
14	15	16 TEC	17	18 APP	19	20
21	22	23	24	25	26 PAY	27
28	29	30 TEC				

July						
S	M	T	W	T	F	S
			1	2 APP	3 H	4
5	6	7	8	9	10 PAY	11
12	13	14 TEC	15	16 APP	17	18
19	20	21	22	23	24 PAY	25
26	27	28 TEC	29	30 APP	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7 PAY	8
9	10	11 TEC	12	13 APP	14	15
16	17	18	19	20	21 PAY	22
23	24	25 TEC	26	27 APP	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4 PAY	5
6	7 H	8 TEC	9	10 APP	11	12
13	14	15	16	17	18 PAY	19
20	21	22 TEC	23	24 APP	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2 PAY	3
4	5	6 TEC	7	8 APP	9	10
11	12	13	14	15	16 PAY	17
18	19	20 TEC	21	22 APP	23	24
25	26	27	28	29	30 PAY	31

November						
S	M	T	W	T	F	S
1	2	3 TEC	4	5 APP	6	7
8	9	10	11	12	13 PAY	14
15	16	17 TEC	18	19 APP	20	21
22	23	24	25	26 H	27 H	28
29	30					

December						
S	M	T	W	T	F	S
		1 TEC	2	3 APP	4	5
6	7	8	9	10	11 PAY	12
13	14	15 TEC	16	17 APP	18	19
20	21	22	23	24 PAY	25	26
27	28	29 TEC	30	31		

- IMPORTANT**
- When a Company holiday falls on a Thursday, the approval cutoff will be moved and a notice will be sent via e-mail
 - Time entry and approval cutoffs in December have been adjusted due to the holiday shut down.
 - Approvals for weekly/part-time staff are every Monday at 12:00 noon (PST).
 - Holiday Shut Down - December 28th through December 31st