



Disability Development Resources, LLC

Providing... Direction. a Difference. Results.

JANUARY - JUNE 2012 SCHEDULE OF PAYROLL AND DIRECT DEPOSIT

<u>Pay period</u>	<u>Time sheets due</u>	<u>DD date</u>	<u>Corrected time sheets due</u>
January 1-15	January 16	January 25	January 23
January 16-31	February 1	February 10	February 8
February 1-15	February 16	February 24	February 22
February 16-28	March 1	March 9	March 7
March 1-15	March 16	March 26	March 22
March 16-31	April 1	April 10	April 6
April 1-15	April 16	April 25	April 23
April 16-30	May 1	May 10	May 8
May 1-15	May 16	May 25	May 23
May 16-31	June 1	June 11	June 7
June 1-15	June 16	June 25	June 21
June 16-30	July 1	July 10	July 6

PLEASE NOTE: IF THE TIME SHEET DUE DATE FALLS ON A WEEKEND OR HOLIDAY, TIME SHEETS ARE DUE BY 9 a.m. THE NEXT BUSINESS DAY. You can still submit them on a weekend or holiday time sheet due date, but if you would like confirmation of receipt, this may not be verified until the next business day.

OTHERWISE, THEY ARE DUE BY 5 p.m. ON THE TIME SHEET DUE DATE.