



## 2012 ~ EVEN Cycle Pay Schedule

**Paychecks are issued bi-weekly and released on FRIDAYS.** Please make sure that your employees know their pay cycle and that timesheets are postmarked or faxed to this office so that they are received no later than Monday at noon. (We recommend that timesheets be mailed on Friday evenings). Fax is available 24 hours a day, seven days a week. Weekend faxing may be extremely heavy. *Please DO NOT fax AND mail.*

\*\* Timesheets that are received after Monday deadline will experience a delay in receipt of checks/deposits.\*\*

<b>PAY CYCLE*</b>		<b>ITEMS TO BE RECEIVED BY</b>	
<b>from Saturday</b>	<b>to Friday</b>	<b>**Timesheets due on Monday</b>	<b>Paychecks issued Friday</b>
December 24, 2011	January 6, 2012	<b>January 9, 2012</b>	January 13, 2012
January 7, 2012	January 20, 2012	<b>January 23, 2012</b>	January 27, 2012
January 21, 2012	February 3, 2012	<b>February 6, 2012</b>	February 10, 2012
February 4, 2012	February 17, 2012	<b>February 20, 2012</b>	February 24, 2012
February 18, 2012	March 2, 2012	<b>March 5, 2012</b>	March 9, 2012
March 3, 2012	March 16, 2012	<b>March 19, 2012</b>	March 23, 2012
March 17, 2012	March 30, 2012	<b>April 2, 2012</b>	April 6, 2012
March 31, 2012	April 13, 2012	<b>April 16, 2012</b>	April 20, 2012
April 14, 2012	April 27, 2012	<b>April 30, 2012</b>	May 4, 2012
April 28, 2012	May 11, 2012	<b>May 14, 2012</b>	May 18, 2012
May 12, 2012	May 25, 2012	<b>May 28, 2012</b>	June 1, 2012
May 26, 2012	June 8, 2012	<b>June 11, 2012</b>	June 15, 2012
June 9, 2012	June 22, 2012	<b>June 25, 2012</b>	June 29, 2012
June 23, 2012	July 6, 2012	<b>July 9, 2012</b>	July 13, 2012
July 7, 2012	July 20, 2012	<b>July 23, 2012</b>	July 27, 2012
July 21, 2012	August 3, 2012	<b>August 6, 2012</b>	August 10, 2012
August 4, 2012	August 17, 2012	<b>August 20, 2012</b>	August 24, 2012
August 18, 2012	August 31, 2012	<b>September 3, 2012</b>	September 7, 2012
September 1, 2012	September 14, 2012	<b>September 17, 2012</b>	September 21, 2012
September 15, 2012	September 28, 2012	<b>October 1, 2012</b>	October 5, 2012
September 29, 2012	October 12, 2012	<b>October 15, 2012</b>	October 19, 2012
October 13, 2012	October 26, 2012	<b>October 29, 2012</b>	November 2, 2012
October 27, 2012	November 9, 2012	<b>November 12, 2012</b>	November 16, 2012
November 10, 2012	November 23, 2012	<b>November 26, 2012</b>	November 30, 2012
November 24, 2012	December 7, 2012	<b>December 10, 2012</b>	December 14, 2012
December 8, 2012	December 21, 2012	<b>December 24, 2012</b>	December 28, 2012
December 22, 2012	January 4, 2013	<b>January 7, 2013</b>	January 11, 2013

*\*Please remember that Midnight is the start of a new Date.*

For **PCA/CHCPE/MFP** Programs send or fax timesheets to:  
 PO Box 479 East Windsor, CT 06088-0479 **Fax: 860-627-0230**

For **DDS** Programs send or fax timesheets to:  
 PO Box 509 East Windsor, CT 06088-0509 **Fax: 860-627-0330**

For **APC** Programs send or fax timesheets to:  
 PO Box 509 East Windsor, CT 06088-0509 **Fax: 888-249-9998**