



## 2012 ~ ODD 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 17, 2011	December 30, 2011	<b>January 2, 2012</b>	January 6, 2012
December 31, 2011	January 13, 2012	<b>January 16, 2012</b>	January 20, 2012
January 14, 2012	January 27, 2012	<b>January 30, 2012</b>	February 3, 2012
January 28, 2012	February 10, 2012	<b>February 13, 2012</b>	February 17, 2012
February 11, 2012	February 24, 2012	<b>February 27, 2012</b>	March 2, 2012
February 25, 2012	March 9, 2012	<b>March 12, 2012</b>	March 16, 2012
March 10, 2012	March 23, 2012	<b>March 26, 2012</b>	March 30, 2012
March 24, 2012	April 6, 2012	<b>April 9, 2012</b>	April 13, 2012
April 7, 2012	April 20, 2012	<b>April 23, 2012</b>	April 27, 2012
April 21, 2012	May 4, 2012	<b>May 7, 2012</b>	May 11, 2012
May 5, 2012	May 18, 2012	<b>May 21, 2012</b>	May 25, 2012
May 19, 2012	June 1, 2012	<b>June 4, 2012</b>	June 8, 2012
June 2, 2012	June 15, 2012	<b>June 18, 2012</b>	June 22, 2012
June 16, 2012	June 29, 2012	<b>July 2, 2012</b>	July 6, 2012
June 30, 2012	July 13, 2012	<b>July 16, 2012</b>	July 20, 2012
July 14, 2012	July 27, 2012	<b>July 30, 2012</b>	August 3, 2012
July 28, 2012	August 10, 2012	<b>August 13, 2012</b>	August 17, 2012
August 11, 2012	August 24, 2012	<b>August 27, 2012</b>	August 31, 2012
August 25, 2012	September 7, 2012	<b>September 10, 2012</b>	September 14, 2012
September 8, 2012	September 21, 2012	<b>September 24, 2012</b>	September 28, 2012
September 22, 2012	October 5, 2012	<b>October 8, 2012</b>	October 12, 2012
October 6, 2012	October 19, 2012	<b>October 22, 2012</b>	October 26, 2012
October 20, 2012	November 2, 2012	<b>November 5, 2012</b>	November 9, 2012
November 3, 2012	November 16, 2012	<b>November 19, 2012</b>	November 23, 2012
November 17, 2012	November 30, 2012	<b>December 3, 2012</b>	December 7, 2012
December 1, 2012	December 14, 2012	<b>December 17, 2012</b>	December 21, 2012
December 15, 2012	December 28, 2012	<b>December 31, 2012</b>	January 4, 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**