

Archdiocese of Louisville  
Parish Payroll Calendar  
January 1 – December 31, 2012

Pay period for EXEMPT and NON-EXEMPT SALARY basis employees	Pay period for HOURLY employees	Timesheets due to office no later than:	File processed and released BETWEEN 8AM AND 3PM:	Pay date direct deposit funds posted to employee's account
1/1-1/15	12/24-1/8	Monday, January 09, 2012	Wednesday, January 11, 2012	Friday, January 13, 2012
1/16-1/31	1/9-1/24	Wednesday, January 25, 2012	Friday, January 27, 2012	Tuesday, January 31, 2012
2/1-2/15	1/25-2/8	Thursday, February 09, 2012	Monday, February 13, 2012	Wednesday, February 15, 2012
2/16-2/29	2/9-2/22	Thursday, February 23, 2012	Monday, February 27, 2012	Wednesday, February 29, 2012
3/1-3/15	2/23-3/8	Friday, March 09, 2012	Tuesday, March 13, 2012	Thursday, March 15, 2012
3/16-3/31	3/9-3/23	Monday, March 26, 2012	Wednesday, March 28, 2012	Friday, March 30, 2012
4/1-4/15	3/24-4/6	Monday, April 09, 2012	Wednesday, April 11, 2012	Friday, April 13, 2012
4/16-4/30	4/7-4/23	Tuesday, April 24, 2012	Thursday, April 26, 2012	Monday, April 30, 2012
5/1-5/15	4/24-5/8	Wednesday, May 09, 2012	Friday, May 11, 2012	Tuesday, May 15, 2012
5/16-5/31	5/9-5/24	Friday, May 25, 2012	Tuesday, May 29, 2012	Thursday, May 31, 2012
6/1-6/15	5/25-6/8	Monday, June 11, 2012	Wednesday, June 13, 2012	Friday, June 15, 2012
6/16-6/30	6/9-6/22	Monday, June 25, 2012	Wednesday, June 27, 2012	Friday, June 29, 2012
7/1-7/15	6/23-7/6	Monday, July 09, 2012	Wednesday, July 11, 2012	Friday, July 13, 2012
7/16-7/31	7/7-7/24	Wednesday, July 25, 2012	Friday, July 27, 2012	Tuesday, July 31, 2012
8/1-8/15	7/25-8/8	Thursday, August 09, 2012	Monday, August 13, 2012	Wednesday, August 15, 2012
8/16-8/31	8/9-8/24	Monday, August 27, 2012	Wednesday, August 29, 2012	Friday, August 31, 2012
9/1-9/15	8/25-9/7	Monday, September 10, 2012	Wednesday, September 12, 2012	Friday, September 14, 2012
9/16-9/30	9/8-9/21	Monday, September 24, 2012	Wednesday, September 26, 2012	Friday, September 28, 2012
10/1-10/15	9/22-10/8	Tuesday, October 09, 2012	Thursday, October 11, 2012	Monday, October 15, 2012
10/16-10/31	10/9-10/24	Thursday, October 25, 2012	Monday, October 29, 2012	Wednesday, October 31, 2012
11/1-11/15	10/25-11/8	Friday, November 09, 2012	Tuesday, November 13, 2012	Thursday, November 15, 2012
11/16-11/30	11/9-11/23	Monday, November 26, 2012	Wednesday, November 28, 2012	Friday, November 30, 2012
12/1-12/15	11/24-12/7	Monday, December 10, 2012	Wednesday, December 12, 2012	Friday, December 14, 2012
12/16-12/31	<b>12/8-12/25</b>	<b>Friday, December 21, 2012</b>	Thursday, December 27, 2012	Monday, December 31, 2012

**Please note: due to the holidays schedule, holiday pay for Christmas Eve and Christmas Day will need to be included on the timesheets due 12/21/12.**

Helpful information about pay dates, pay periods, and payroll processing:

Paydays are the 15th and the last day of the month. If the 15th or the last day of the month falls on a Saturday, Sunday, or Holiday, pay day will be on the preceding Friday. The pay period is driven by the pay date. For hourly employees, the pay period for any pay day ends seven days (including holidays) before pay day.

A pay week is typically from Sunday to Saturday and overtime calculations for non-exempt employees should be calculated based on this seven day period. Overtime calculations do not include holiday/sick/vacation/personal leave time. Be attentive to pay periods in which a work week falls into the next pay period when calculating overtime pay.