



Payroll Schedule 2012

Payroll Guidelines:

- All timesheets must be **APPROVED** by your project manager.
- Timesheets must be emailed to vtimes@vedicsoft.com every Monday for the preceding week.
- If the timesheets for a given pay period are not on file with us, we **CAN NOT** process your **pay** in the corresponding **payroll**.
- All payroll requests (expenses reimbursements, hours, deductions etc.) must be submitted 3 days prior to the payroll run date to be processed within the same payroll.

Payroll#	Payroll Run Date	Pay Date	Pay Period
1	January 10, 2012 (Tuesday)	01/16/12	12/16/11-12/31/11
2	January 26, 2012 (Tuesday)	02/01/12	01/01/12-01/15/12
3	February 10, 2012 (Thursday)	02/16/12	01/16/12-01/31/12
4	February 24, 2012 (Wednesday)	03/01/12	02/01/12-02/15/12
5	March 12, 2012 (Thursday)	03/16/12	02/16/12-02/28/12
6	March 26, 2012 (Monday)	04/02/12	03/01/12-03/15/12
7	April 10, 2012 (Tuesday)	04/16/12	03/16/12-03/31/12
8	April 25, 2012 (Tuesday)	05/01/12	04/01/12-04/15/12
12	May 10, 2012 (Tuesday)	05/16/12	04/16/12-04/30/12
12	May 25, 2012 (Thursday)	06/01/12	05/01/12-05/15/12
11	June 11, 2012 (Friday)	06/15/12	05/16/12-05/30/12
12	June 25, 2012 (Monday)	07/02/12	06/01/12-06/15/12
13	July 10, 2012 (Tuesday)	07/16/12	06/16/12-06/30/12
14	July 26, 2012 (Wednesday)	08/01/12	07/01/12-07/15/12
15	August 10, 2012 (Wednesday)	08/16/12	07/16/12-07/31/12
16	August 27, 2012 (Friday)	08/31/12	08/01/12-08/15/12
17	September 11, 2012 (Monday)	09/17/12	08/16/12-08/31/12
18	September 25, 2012 (Tuesday)	10/01/12	09/01/12-09/15/12
112	October 10, 2012 (Tuesday)	10/16/12	09/16/12-09/30/12
20	October 26, 2012 (Wednesday)	11/01/12	10/01/12-10/15/12
21	November 12, 2012 (Wednesday)	11/16/12	10/16/12-10/31/12
22	November 26, 2012 (Monday)	11/30/12	11/01/12-11/15/12
23	December 11, 2012 (Monday)	12/17/12	11/16/12-11/30/12
24	December 21, 2012 (Tuesday)	12/31/12	12/01/12-12/15/12

Payroll Run Date: The date on which we transmit payroll.

Pay Date*: The date on which your pay is deposited into your bank account.

Pay Period: The period of work for which you get paid.

*** If the Pay date falls on a weekend, than the pay date would be the following business (*working*) day.**