

**EMPLOYEE BI-WEEKLY PAY SCHEDULE**

Below is a listing of timesheet fax dates and pay dates for January 2012 through January 2013. **Approved** timesheets for a given period must be faxed to **(713-272-8892)** by the following **Monday** before **Noon**. If you have any questions or need any assistance, please call 713-272-8800.

SUN--SAT START DATE / END DATE			SATURDAY FAX DATES	WEDNESDAY PAY DATE
12/18/2011	thru	12/31/2011	December 31, 2011	January 11, 2012
1/1/2012	thru	1/14/2012	January 14, 2012	January 25, 2012
1/15/2012	thru	1/28/2012	January 28, 2012	February 8, 2012
1/29/2012	thru	2/11/2012	February 11, 2012	February 22, 2012
2/12/2012	thru	2/25/2012	February 25, 2012	March 7, 2012
2/26/2012	thru	3/10/2012	March 10, 2012	March 21, 2012
3/11/2012	thru	3/24/2012	March 24, 2012	April 4, 2012
3/25/2012	thru	4/7/2012	April 7, 2012	April 18, 2012
4/8/2012	thru	4/21/2012	April 21, 2012	May 2, 2012
4/22/2012	thru	5/5/2012	May 5, 2012	May 16, 2012
5/6/2012	thru	5/19/2012	May 19, 2012	May 30, 2012
5/20/2012	thru	6/2/2012	June 2, 2012	June 13, 2012
6/3/2012	thru	6/16/2012	June 16, 2012	June 27, 2012
6/17/2012	thru	6/30/2012	June 30, 2012	July 11, 2012
7/1/2012	thru	7/14/2012	July 14, 2012	July 25, 2012
7/15/2012	thru	7/28/2012	July 28, 2012	August 8, 2012
7/29/2012	thru	8/11/2012	August 11, 2012	August 22, 2012
8/12/2012	thru	8/25/2012	August 25, 2012	September 5, 2012
8/26/2012	thru	9/8/2012	September 8, 2012	September 19, 2012
9/9/2012	thru	9/22/2012	September 22, 2012	October 3, 2012
9/23/2012	thru	10/6/2012	October 6, 2012	October 17, 2012
10/7/2012	thru	10/20/2012	October 20, 2012	October 31, 2012
10/21/2012	thru	11/3/2012	November 3, 2012	November 14, 2012
11/4/2012	thru	11/17/2012	November 17, 2012	November 28, 2012
11/18/2012	thru	12/1/2012	December 1, 2012	December 12, 2012
12/2/2012	thru	12/15/2012	December 15, 2012	December 26, 2012
12/16/2012	thru	12/29/2012	December 29, 2012	January 9, 2013
12/30/2012	thru	1/12/2013	January 12, 2013	January 23, 2013

Signature: \_\_\_\_\_

Date: \_\_\_\_\_