

2007 PAYROLL PROCESSING SCHEDULE

BIWEEKLY PAYROLL	PAPERWORK DUE TO HR	DEADLINE FOR TAS 2:00 PM	PAY REQUESTS DUE TO PAYROLL AT 5:00 PM	PAYROLL RUN DATE	PAY DATE
PAY PERIOD					
12/31/2006 - 01/13/2007	01/10/07	*	*	01/16/07	01/19/07
1/14/2007-01/27/2007	01/25/07	01/29/07	01/29/07	01/30/07	02/02/07
1/28/2007-02/10/2007	02/08/07	02/12/07	02/12/07	02/13/07	02/16/07
2/11/2007-02/24/2007	02/22/07	02/26/07	02/26/07	02/27/07	03/02/07
2/25/2007-03/10/2007	03/08/07	03/12/07	03/12/07	03/13/07	03/16/07
3/11/2007-03/24/2007	03/22/07	03/26/07	03/26/07	03/27/07	03/30/07
3/25/2007-04/07/2007	04/05/07	04/09/07	04/09/07	04/10/07	04/13/07
4/8/2007-04/21/2007	04/19/07	04/23/07	04/23/07	04/24/07	04/27/07
4/22/2007-05/05/2007	05/03/07	05/07/07	05/07/07	05/08/07	05/11/07
5/6/2007-05/19/2007	05/17/07	05/21/07	05/21/07	05/22/07	05/25/07
5/20/2007-06/02/2007	05/31/07	06/04/07	06/04/07	06/05/07	06/08/07
6/3/2007-06/16/2007	06/14/07	06/18/07	06/18/07	06/19/07	06/22/07
6/17/2007-06/30/2007	06/27/07	07/02/07	07/02/07	07/03/07	07/06/07
7/1/2007-07/14/2007	07/12/07	07/16/07	07/16/07	07/17/07	07/20/07
7/15/2007-07/28/2007	07/26/07	07/30/07	07/30/07	07/31/07	08/03/07
7/29/2007-08/11/2007	08/09/07	08/13/07	08/13/07	08/14/07	08/17/07
8/12/2007-08/25/2007	08/23/07	08/27/07	08/27/07	08/28/07	08/31/07
8/26/2007-09/08/2007	09/05/07	09/10/07	09/10/07	09/11/07	09/14/07
09/09/2007-09/22/2007	09/19/07	09/24/07	09/24/07	09/25/07	09/28/07
9/23/2007-10/06/2007	10/04/07	10/08/07	10/08/07	10/09/07	10/12/07
10/7/2007-10/20/2007	10/18/07	10/22/07	10/22/07	10/23/07	10/26/07
10/21/2007-11/03/2007	11/01/07	11/05/07	11/05/07	11/06/07	11/09/07
11/4/2007-11/17/2007	11/14/07	**	**	11/19/07	11/21/07
11/18/2007-12/01/2007	11/29/07	12/03/07	12/03/07	12/04/07	12/07/07
12/2/2007-12/15/2007	12/13/07	12/17/07	12/17/07	12/18/07	12/21/07
12/16/2007-12/29/2007	12/26/07	***	***	01/02/08	01/04/08

- * Holiday Change, TAS due 01/16/07 at 10:00 am, Pay Request due 9:00 am
- ** Holiday Change, TAS due 11/19/07 at 10:00 am, Pay Request due 9:00 am
- *** Holiday Change, TAS due 1/02/08 at 10:00 am, Pay Request due 9:00 am

MONTHLY PAYROLL	Supplemental Payrolls					
	PAPERWORK DUE TO HR	PAYROLL RUN DATE	PAY DATE	PAY REQUESTS DUE BY 5:00 PM	RUN DATE	PAY DATE
PAY PERIOD						
January-07	01/19/07	01/25/07	01/31/07	01/08/07	01/09/07	01/12/07
February-07	02/19/07	02/22/07	02/28/07	02/08/07	02/09/07	02/15/07
March-07	03/19/07	03/22/07	03/30/07	03/08/07	03/09/07	03/15/07
April-07	04/20/07	04/25/07	04/30/07	04/05/07	04/06/07	04/13/07
May-07	05/21/07	05/24/07	05/31/07	05/09/07	05/10/07	05/15/07
June-07	06/21/07	06/26/07	06/29/07	06/11/07	06/12/07	06/15/07
July-06	07/20/07	07/26/07	07/31/07	07/09/07	07/10/07	07/13/07
August-06	08/17/07	08/23/07	08/31/07	08/08/07	08/09/07	08/15/07
September-06	09/14/07	09/20/07	09/28/07	09/06/07	09/07/07	09/14/07
October-07	10/22/07	10/25/07	10/31/07	10/09/07	10/10/07	10/15/07
November-07	11/20/07	11/27/07	11/30/07	11/09/07	11/12/07	11/15/07
December-07	12/17/07	12/20/07	12/28/07	12/10/07	12/11/07	12/14/07

*** Please Note: All Pay Requests are due in the Payroll Dept by 5:00pm the day before the Payroll Run Date. Any requests received after the date will be processed in the next available cycle.**

MONTHLY PAYROLL SCHEDULE FOR TEC DOCs

PAY PERIOD	PAPERWORK TO TEC FINANCE	PAPERWORK DUE TO HR	FINANCE REQUESTS DUE TO TEC ADMIN	PAPERWORK DUE IN EU PAYROLL	PAYROLL RUN DATE	PAY DATE
January-07	01/10/07	01/19/07	01/19/07	01/24/07	01/25/07	01/31/07
February-07	02/09/07	02/19/07	02/16/07	02/21/07	02/22/07	02/28/07
March-07	03/09/07	03/19/07	03/16/07	03/21/07	03/22/07	03/30/07
April-07	04/12/07	04/20/07	04/19/07	04/24/07	04/25/07	04/30/07
May-07	05/11/07	05/21/07	05/18/07	05/23/07	05/24/07	05/31/07
June-07	06/13/07	06/21/07	06/20/07	06/25/07	06/26/07	06/29/07
July-06	07/12/07	07/20/07	07/20/07	07/25/07	07/26/07	07/31/07
August-06	08/09/07	08/17/07	08/17/07	08/22/07	08/23/07	08/31/07
September-06	09/06/07	09/14/07	09/14/07	09/19/07	09/20/07	09/28/07
October-07	10/12/07	10/22/07	10/19/07	10/24/07	10/25/07	10/31/07
November-07	11/12/07	11/20/07	11/20/07	11/26/07	11/27/07	11/30/07
December-07	112/07/07	12/17/07	12/14/07	12/19/07	12/20/07	12/28/07

Supplemental Payrolls			
REQUESTS DUE TO TO TEC ADMIN	PAY REQUESTS DUE IN PAYROLL 5PM	RUN DATE	PAY DATE
1/3/2007	01/08/07	01/09/07	01/12/07
2/5/2007	02/08/07	02/09/07	02/15/07
3/5/2007	03/08/07	03/09/07	03/15/07
4/2/2007	04/05/07	04/06/07	04/13/07
5/4/2007	05/09/07	05/10/07	05/15/07
6/6/2007	06/11/07	06/12/07	06/15/07
7/3/2007	07/09/07	07/10/07	07/13/07
8/3/2007	08/08/07	08/09/07	08/15/07
8/31/2007	09/06/07	09/07/07	09/14/07
10/4/2007	10/09/07	10/10/07	10/15/07
11/6/2007	11/09/07	11/12/07	11/15/07
12/5/2007	12/10/07	12/11/07	12/14/07