<table>
<thead>
<tr>
<th>Weeks covering</th>
<th>Pay Date</th>
<th>Employee Approves Time No Later Than</th>
<th>Supervisor Approves Time Card and Exceptions No Later Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 27th thru January 9th</td>
<td>January 15th</td>
<td>January 8th</td>
<td>January 11th by 2pm (cst)</td>
</tr>
<tr>
<td>January 10th thru January 23th</td>
<td>January 29th</td>
<td>January 22nd</td>
<td>January 25th by 2pm (cst)</td>
</tr>
<tr>
<td>January 24th thru February 6th</td>
<td>February 12th</td>
<td>February 5th</td>
<td>February 8th by 2pm (cst)</td>
</tr>
<tr>
<td>February 7th thru February 20th</td>
<td>February 26th</td>
<td>February 19th</td>
<td>February 22nd by 2pm (cst)</td>
</tr>
<tr>
<td>February 21st thru March 5th</td>
<td>March 11th</td>
<td>March 4th</td>
<td>March 7th by 2pm (cst)</td>
</tr>
<tr>
<td>March 6th thru March 19th</td>
<td>March 25th</td>
<td>March 18th</td>
<td>March 21st by 2pm (cst)</td>
</tr>
<tr>
<td>March 20th thru April 2nd</td>
<td>April 8th</td>
<td>April 1st</td>
<td>April 4th by 2pm (cst)</td>
</tr>
<tr>
<td>April 3rd thru April 16th</td>
<td>April 22nd</td>
<td>April 15th</td>
<td>April 18th by 2pm (cst)</td>
</tr>
<tr>
<td>April 17th thru April 30th</td>
<td>May 6th</td>
<td>April 29th</td>
<td>May 2nd by 2pm (cst)</td>
</tr>
<tr>
<td>May 1st thru May 14th</td>
<td>May 20th</td>
<td>May 13th</td>
<td>May 16th by 2pm (cst)</td>
</tr>
<tr>
<td>May 15th thru May 28th</td>
<td>June 3rd</td>
<td>May 27th</td>
<td>May 31st by 10am (cst)</td>
</tr>
<tr>
<td>May 29th thru June 11th</td>
<td>June 17th</td>
<td>June 10th</td>
<td>June 13th by 2pm (cst)</td>
</tr>
<tr>
<td>June 12th thru June 25th</td>
<td>July 1st</td>
<td>June 24th</td>
<td>June 27th by 2pm (cst)</td>
</tr>
<tr>
<td>June 26th thru July 9th</td>
<td>July 15th</td>
<td>July 8th</td>
<td>July 11th by 2pm (cst)</td>
</tr>
<tr>
<td>July 10th thru July 23rd</td>
<td>July 29th</td>
<td>July 22nd</td>
<td>July 25th by 2pm (cst)</td>
</tr>
<tr>
<td>July 24th thru August 6th</td>
<td>August 12th</td>
<td>August 5th</td>
<td>August 8th by 2pm (cst)</td>
</tr>
<tr>
<td>August 7th thru August 20th</td>
<td>August 26th</td>
<td>August 19th</td>
<td>August 22nd by 2pm (cst)</td>
</tr>
<tr>
<td>August 21st thru September 3rd</td>
<td>September 9th</td>
<td>September 2nd</td>
<td>September 6th by 10am (cst)</td>
</tr>
<tr>
<td>September 4th thru September 17th</td>
<td>September 23rd</td>
<td>September 16th</td>
<td>September 19th by 2pm (cst)</td>
</tr>
<tr>
<td>September 18th thru October 1st</td>
<td>October 7th</td>
<td>September 30th</td>
<td>October 3rd by 2pm (cst)</td>
</tr>
<tr>
<td>October 2nd thru October 15th</td>
<td>October 21st</td>
<td>October 14th</td>
<td>October 17th by 2pm (cst)</td>
</tr>
<tr>
<td>October 16th thru October 29th</td>
<td>November 4th</td>
<td>October 28th</td>
<td>October 31st by 2pm (cst)</td>
</tr>
<tr>
<td>October 30th thru November 12th</td>
<td>November 18th</td>
<td>November 11th</td>
<td>November 14th by 2pm (cst)</td>
</tr>
<tr>
<td>November 13th thru November 26th</td>
<td>December 2nd</td>
<td>November 25th</td>
<td>November 28th by 2pm (cst)</td>
</tr>
<tr>
<td>November 27th thru December 10th</td>
<td>December 16th</td>
<td>December 9th</td>
<td>December 12th by 2pm (cst)</td>
</tr>
<tr>
<td>December 11th thru December 24th</td>
<td>December 30th</td>
<td>December 23rd</td>
<td>December 27th by 10am (cst)</td>
</tr>
</tbody>
</table>