



NOTE: ONLY PAYROLL PROCESSING DAYS ARE SHOWN ON THE CALENDARS

2012 CUSTOMER INPUT/OUTPUT SCHEDULE

Customer Name \_\_\_\_\_

Customer			Schedule			
1	Number	3	61	Year	64	
			2	0	1	2

**December 2011**

<b>6 4 1</b> Card Sequence	Pay Period	Input	Month	Output
	21		1 2	
	29		1 2	
	37		1 2	
	45		1 2	
	53		1 2	

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
H	H	28	29	30

**April 2012**

<b>6 4 5</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 4	
	29		0 4	
	37		0 4	
	45		0 4	
	53		0 4	

M	T	W	T	F
2	3	4	5	H
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**August 2012**

<b>6 4 9</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 8	
	29		0 8	
	37		0 8	
	45		0 8	
	53		0 8	

M	T	W	T	F
H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**November 2012**

<b>6 5 2</b> Card Sequence	Pay Period	Input	Month	Output
	21		1 1	
	29		1 1	
	37		1 1	
	45		1 1	
	53		1 1	

M	T	W	T	F
5	6	7	8	9
H	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January 2012**

<b>6 4 2</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 1	
	29		0 1	
	37		0 1	
	45		0 1	
	53		0 1	

M	T	W	T	F
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**May 2012**

<b>6 4 6</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 5	
	29		0 5	
	37		0 5	
	45		0 5	
	53		0 5	

M	T	W	T	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
H	22	23	24	25
28	29	30	31	

**September 2012**

<b>6 5 0</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 9	
	29		0 9	
	37		0 9	
	45		0 9	
	53		0 9	

M	T	W	T	F
H	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**December 2012**

<b>6 5 3</b> Card Sequence	Pay Period	Input	Month	Output
	21		1 2	
	29		1 2	
	37		1 2	
	45		1 2	
	53		1 2	

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
H	H	26	27	28
31				

**February 2012**

<b>6 4 3</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 2	
	29		0 2	
	37		0 2	
	45		0 2	
	53		0 2	

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

**June 2012**

<b>6 4 7</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 6	
	29		0 6	
	37		0 6	
	45		0 6	
	53		0 6	

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**October 2012**

<b>6 5 1</b> Card Sequence	Pay Period	Input	Month	Output
	21		1 0	
	29		1 0	
	37		1 0	
	45		1 0	
	53		1 0	

M	T	W	T	F
1	2	3	4	5
H	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**January 2013**

<b>6 5 4</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 1	
	29		0 1	
	37		0 1	
	45		0 1	
	53		0 1	

M	T	W	T	F
H	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**March 2012**

<b>6 4 4</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 3	
	29		0 3	
	37		0 3	
	45		0 3	
	53		0 3	

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**July 2012**

<b>6 4 8</b> Card Sequence	Pay Period	Input	Month	Output
	21		0 7	
	29		0 7	
	37		0 7	
	45		0 7	
	53		0 7	

M	T	W	T	F
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Holidays (marked "H" on Schedule)**

- December 27 - Christmas Day 2011
- December 28 - Boxing Day 2011
- January 02 - New Years Day 2012
- April 06 - Good Friday
- May 21 - Victoria Day
- July 02 - Canada Day Observance
- August 06 - Civic Holiday (All except Quebec, NL, Yukon)
- September 03 - Labour Day
- October 08 - Thanksgiving Day
- November 12 - Remembrance Day (All except Ontario, Quebec)
- December 25 - Christmas Day 2012
- December 26 - Boxing Day 2012
- January 01 - New Years Day 2013

**Provincial Holidays only (marked "□" on Schedule)**

- January 03 - Traditional Holiday (Quebec only)
- February 20 - Family Day (Alberta, Saskatchewan, Ontario only)
- February 20 - Louis Riel Day (Manitoba only)
- February 20 - Islander Day (PEI only)
- February 24 - Heritage Day (Yukon only)
- April 09 - Easter Monday (Nunavut only)
- June 21 - Aboriginal Day (Northwest Territories only)
- June 24 - Discovery Day Observance (NL only)
- June 25 - St. Jean Baptiste Observance (Quebec only)
- July 09 - Nunavut Day (Nunavut only)
- August 20 - Discovery Day (Yukon only)
- January 02 - Traditional Holiday (Quebec only)

Date(s) tentative SEE REVERSE FOR GENERAL INSTRUCTIONS

## Guidelines for Completion of Schedule

**Note:** Please refer to the shaded “calendars” when planning your payroll schedule. Saturdays and Sundays have been purposely omitted while holiday are indicated by “H” (These are listed on the bottom of the schedule).

This is an input document and should be entered as clearly as possible.

**Do not** alter any pre-printed figures on the form.

Entries for pay period, input date and output date must be numeric and entered as two (2) digits.

### Instructions for completion of form:

- 1. Customer Number** - enter your assigned payroll number.
  - 2. Customer Name** - enter full name of company or organization.
  - 3. Pay Period** - commencing with pay period 01 enter consecutive numbers for the full year.
  - 4. Input**
    - for each pay period enter the date the payroll input data will be delivered to your local Ceridian office.
    - if the input date is in one month and the output date overlaps to the next month then you must:
      - a) on the last line of the current month enter the input date
      - b) enter “00” for the output date to indicate that it overlaps to the next month
      - c) on the first line of the next month enter “00” for the input date and enter the respective output date
 (Please refer to P.P. **16 – July** and **August** example below)
- NOTE:** This procedure does not apply when dates are in different weeks within the same month.
- 5. Month**
    - pre-printed 01 to 12. Please do not make any alterations to this figure.
    - December **2011** has been included for those customers that will be starting Pay Period 01 before January **2012**
    - January **2013** has been included for those customers that will be processing their **2012** payrolls past December **2012**
  - 6. Output**
    - This date is ALWAYS the second business day after the input date regardless of when you normally receive your output.

### Bonus Runs, Vacation Pay Runs and Update Runs (other than Year-end)

Do not enter any of these dates on this form.

### EXAMPLE

July 2012												
6	4	8	Card Sequence	Pay Period	Input	Month	Output					
				21			0	7				
				29	1	4	0	3	0	7	0	5
				37	1	5	1	7	0	7	1	9
				45	1	6	3	1	0	7	0	0
				53					0	7		
August 2012												
6	4	9	Card Sequence	Pay Period	Input	Month	Output					
				21					0	8		
				29	1	6	0	0	0	8	0	2
				37	1	7	1	4	0	8	1	6
				45	1	8	2	8	0	8	3	0
				53					0	8		

**NOTE:**

As confirmation of your processing schedule a printout will be included in one of your subsequent payroll output envelopes.