

Government of the U.S. Virgin Islands
Schedule of Last Day for Employee Updates
Fiscal Year 2013

Pay Cycle	Pay Periods			Last Day for EE Updates ¹	Generate Date ²	Pay Date
1	09/23/12	10/06/12		10/05/12	10/09/12	10/18/12
2	10/07/12	10/20/12		10/19/12	10/23/12	10/31/12
3	10/21/12	11/03/12		11/02/12	11/05/12	11/15/12
4	11/04/12	11/17/12		11/16/12	11/20/12	11/29/12
5	11/18/12	12/01/12		11/30/12	12/04/12	12/13/12
6	12/02/12	12/15/12		12/14/12	12/18/12	12/27/12
7	12/16/12	12/29/12		12/28/12	01/01/13	01/10/13
8	12/30/12	01/12/13		01/11/13	01/15/13	01/24/13
9	01/13/13	01/26/13		01/25/13	01/29/13	02/07/13
10	01/27/13	02/09/13		02/08/13	02/12/13	02/21/13
11	02/10/13	02/23/13		02/22/13	02/26/13	03/07/13
12	02/24/13	03/09/13		03/08/13	03/12/13	03/21/13
13	03/10/13	03/23/13		03/22/13	03/26/13	04/04/13
14	03/24/13	04/06/13		04/05/13	04/09/13	04/18/13
15	04/07/13	04/20/13		04/19/13	04/23/13	05/02/13
16	04/21/13	05/04/13		05/03/13	05/07/13	05/16/13
17	05/05/13	05/18/13		05/17/13	05/21/13	05/30/13
18	05/19/13	06/01/13		05/31/13	06/04/13	06/13/13
19	06/02/13	06/15/13		06/14/13	06/18/13	06/27/13
20	06/16/13	06/29/13		06/28/13	07/02/13	07/11/13
21	06/30/13	07/13/13		07/12/13	07/16/13	07/25/13
22	07/14/13	07/27/13		07/26/13	07/30/13	08/08/13
23	07/28/13	08/10/13		08/09/13	08/13/13	08/22/13
24	08/11/13	08/24/13		08/23/13	08/27/13	09/05/13
25	08/25/13	09/07/13		09/06/13	09/10/13	09/19/13

Footnote(s)

¹GERS and DOP have until 5:00 p.m. to update employee records in order for the change to be reflected (or effective) in the "Pay Date" for the corresponding Pay Cycle.

²Once generate process commences, any updates to employee records by DOP and GERS will be reflected in the subsequent pay cycle.