

2023 TAP Schedule

Important: We ask that you please remember to submit completed & signed Affidavits with 3 job searches to HR on or before the due date for each pay period. Please note, areas that are shaded and/or **RED** indicate early deadlines due to holidays. These due dates allow us sufficient time to process your TAP payments timely, accurately, and efficiently.

You may choose to submit Affidavits by:

- **Email:** HR@rcab.org (include "TAP Affidavit" in the subject line) *or*
- **FAX:** 617-746-5754 *or*
- **US Mail:** Archdiocese of Boston, Pastoral Center, TAP Human Resources, 66 Brooks Drive, Braintree, MA 02184 *or*
- **Hand Delivery:** Affidavits may be brought to the reception desk at the Pastoral Center (regular business hours only).

Affidavits <u>MUST</u> show 3 job searches within the timeframes below:	<u>Completed affidavits are due to HR on the following dates:</u>	TAP Pay Dates (Bi-weekly, normally on Fridays)
Dec 18 (2022) to Dec 28 (2022)	Due (Wed) Dec 28 (2022)	1/6/2023
Jan 1 (2023) to Jan 11 (2023)	Due (Wed) Jan 11 (2023)	1/20/2023
Jan 15 to Jan 26	Due (Thurs) Jan 26	2/3/2023
Jan 29 to Feb 9	Due (Thurs) Feb 9	2/17/2023
Feb 12 to Feb 23	Due (Thurs) Feb 23	3/3/2023
Feb 26 to Mar 9	Due (Thurs) Mar 9	3/17/2023
Mar 12 to Mar 23	Due (Thurs) Mar 23	3/31/2023
Mar 26 to Apr 6	Due (Thurs) April 6	4/14/2023
Apr 9 to Apr 20	Due (Thurs) April 20	4/28/2023
Apr 23 to May 4	Due (Thurs) May 4	5/12/2023
May 7 to May 18	Due (Thurs) May 18	5/26/2023
May 21 to June 1	Due (Thurs) June 1	6/9/2023
June 4 to June 14	Due (Wed) June 14	6/23/2023
June 18 to June 28	Due (Wed) June 28	7/7/2023
July 2 to July 13	Due (Thurs) July 13	7/21/2023
July 16 to July 27	Due (Thurs) July 27	8/4/2023
July 30 to Aug 10	Due (Thurs) Aug 10	8/18/2023
Aug 13 to Aug 24	Due (Thurs) Aug 24	9/1/2023
Aug 27 to Sept 7	Due (Thurs) Sept 7	9/15/2023
Sept 10 to Sept 21	Due (Thurs) Sept 21	9/29/2023
Sept 24 to Oct 4	Due (Wed) Oct 4	10/13/2023
Oct 8 to Oct 19	Due (Thurs) Oct 19	10/27/2023
Oct 22 to Nov 1	Due (Wed) Nov 1	11/9/2023
Nov 5 to Nov 15	Due (Wed) Nov 15	11/24/2023
Nov 19 to Nov 30	Due (Thurs) Nov 30	12/8/2023
Dec 3 to Dec 14	Due (Thurs) Dec 14	12/22/2023
Dec 17 to Dec 27	Due (Wed) Dec 27	1/5/2024
Dec 31 to Jan 10 (2024)	Due (Wed) Jan 10 (2024)	1/19/2024