

MEMORANDUM

TO: Vice Presidents, Deans, Chairpersons, Directors and Managers

FROM: Harold Hailey, Payroll Supervisor

RE: Time Sheets and Check Issue Dates

Please adhere to the following schedule for time sheets submission.
Late time sheets will be paid on the FOLLOWING pay date!!!!!!!

<u>PAY PERIODS</u>	<u>TIME SHEETS DUE IN F/A & PAYROLL</u>	<u>CHECK ISSUE DATE</u>
07/01-15/18	07/18/18	07/31/18
07/16-31/18	08/03/18	08/15/18
08/01-15/18	08/17/18	08/31/18
08/16-31/18	09/04/18	09/14/18
09/01-15/18	09/19/18	09/28/18
09/16-30/18	10/03/18	10/15/18
10/01-15/18	10/17/18	10/31/18
10/16-31/18	11/02/18	11/15/18
11/01-15/18	11/19/18	11/30/18
11/16-30/18	12/04/18	12/14/18
12/01-15/18	12/11/18	12/21/18
12/16-31/18	01/04/19	01/15/19
01/01-15/19	01/18/19	01/31/19
01/16-31/19	02/04/19	02/15/19
02/01-15/19	02/19/19	02/28/19
02/16-28/19	03/04/19	03/15/19
03/01-15/19	03/19/19	03/29/19
03/16-31/19	04/03/19	04/15/19
04/01-15/19	04/18/19	04/30/19
04/16-30/19	05/03/19	05/15/19
05/01-15/19	05/17/19	05/31/19
05/16-31/19	06/04/19	06/14/19
06/01-15/19	06/18/19	06/28/19
06/16-30/19	07/03/19	07/15/19