

**MEMORANDUM**

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

**FROM: Harold Hailey, Payroll Supervisor**

**RE: Time Sheets and Check Issue Dates**

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**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 &amp; PAYROLL</u>	<u>CHECK ISSUE DATE</u>
07/01-15/17 07/16-31/17	07/19/17 08/04/17	07/31/17 08/15/17
08/01-15/17 08/16-31/17	08/17/17 09/05/17	08/31/17 09/15/17
09/01-15/17 09/16-30/17	09/19/17 10/04/17	09/29/17 10/13/17
10/01-15/17 10/16-31/17	10/17/17 11/03/17	10/31/17 11/15/17
11/01-15/17 11/16-30/17	11/17/17 12/04/17	11/30/17 12/15/17
12/01-15/17 12/16-31/17	12/11/17 01/04/18	12/21/17 01/12/18
01/01-15/18 01/16-31/18	01/18/18 02/02/18	01/31/18 02/15/18
02/01-15/18 02/16-28/18	02/19/18 03/02/18	02/28/18 03/15/18
03/01-15/18 03/16-31/18	03/19/18 04/04/18	03/30/18 04/13/18
04/01-15/18 04/16-30/18	04/18/18 05/03/18	04/30/18 05/15/18
05/01-15/18 05/16-31/18	05/17/18 06/04/18	05/31/18 06/15/18
06/01-15/18 06/16-30/18	06/19/18 07/03/18	06/29/18 07/13/18