

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>
07/01-15/16	07/19/16	07/29/16
07/16-31/16	08/04/16	08/15/16
08/01-15/16	08/19/16	08/31/16
08/16-31/16	09/02/16	09/15/16
09/01-15/16	09/19/16	09/30/16
09/16-30/16	10/04/16	10/14/16
10/01-15/16	10/19/16	10/31/16
10/16-31/16	11/03/16	11/15/16
11/01-15/16	11/17/16	11/30/16
11/16-30/16	12/02/16	12/15/16
12/01-15/16	12/12/16	12/21/16
12/16-31/16	01/04/17	01/13/17
01/01-15/17	01/19/17	01/31/17
01/16-31/17	02/03/17	02/15/17
02/01-15/17	02/17/17	02/28/17
02/16-28/17	03/03/17	03/15/17
03/01-15/17	03/17/17	03/31/17
03/16-31/17	04/04/17	04/14/17
04/01-15/17	04/19/17	04/28/17
04/16-30/17	05/03/17	05/15/17
05/01-15/17	05/17/17	05/31/17
05/16-31/17	06/02/17	06/15/17
06/01-15/17	06/19/17	06/30/17
06/16-30/17	07/05/17	07/14/17