

## MEMORANDUM

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

FROM: Mary A. Bradley, 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 &amp; PAYROLL</u>	<u>CHECK ISSUE DATE</u>
07/01-15/20	07/17/20	07/31/20
07/16-31/20	08/03/20	08/14/20
08/01-15/20	08/19/20	08/31/20
08/16-31/20	09/04/20	09/15/20
09/01-15/20	09/18/20	09/30/20
09/16-30/20	10/02/20	10/15/20
10/01-15/20	10/19/20	10/30/20
10/16-31/20	11/04/20	11/13/20
11/01-15/20	11/17/20	11/30/20
11/16-30/20	12/03/20	12/15/20
12/01-15/20	12/11/20	12/23/20
12/16-31/20	01/04/21	01/15/21
01/01-15/21	01/19/21	01/29/21
01/16-31/21	02/04/21	02/15/21
02/01-15/21	02/17/21	02/26/21
02/16-28/21	03/04/21	03/15/21
03/01-15/21	03/17/21	03/31/21
03/16-31/21	04/02/21	04/15/21
04/01-15/21	04/19/21	04/30/21
04/16-30/21	05/04/21	05/14/21
05/01-15/21	05/18/21	05/28/21
05/16-31/21	06/03/21	06/15/21
06/01-15/21	06/17/21	06/30/21
06/16-30/21	07/02/21	07/15/21