

## **Hourly Non-Exempt Staff** **Bi-Weekly Pay Schedule 2015**

All time sheets must be in the Business Office no later than 9:00 am on the 'Time Sheets Due' date specified unless otherwise noted. Time sheets submitted after that time will be processed on the next payroll.

<b><u>Pay Period</u></b>	<b><u>Time Sheets Due</u></b>	<b><u>Pay Date</u></b>
December 14 – 27, 2014	<b>December 23, 2014*</b>	January 2
Dec. 28, 2014-Jan. 10, 2015	January 12	January 16
January 11 – January 24	January 26	January 30
January 25 – February 7	February 9	February 13
February 8 – February 21	February 23	February 27
February 22 – March 7	March 9	March 13
March 8 – March 21	March 23	March 27
March 22 – April 4	April 6	April 10
April 5– April 18	April 20	April 24
April 19 – May 2	May 4	May 8
May 3 – May 16	May 18	May 22
May 17 – May 30	June 1	June 5
May 31 – June 13	June 15	June 19
June 14 – June 27	June 29	July 3
June 28 – July 11	July 13	July 17
July 12 – July 25	July 27	July 31
July 26 – August 8	August 10	August 14
August 9 – August 22	August 24	August 28
August 23 – September 5	September 8**	September 11
September 6 – September 19	September 21	September 25
September 20 – October 3	October 5	October 9
October 4 – October 17	October 19	October 23
October 18 – October 31	November 2	November 6
November 1 – November 14	November 16	November 20
November 15 -November 28	November 30	December 4
November 29 –December 12	December 14	December 18

**\*Due prior to departure from campus for holiday break**

**\*\*Due on Tuesday due to holiday**

Any revisions made to the above dates will be communicated as needed.

Please note: Changes to direct deposit banking information must be submitted at least 10 days prior to the effective date. Any other payroll changes must be submitted prior to the due date for time sheets.