

## LATE TIMESHEETS WILL RESULT IN A LATE PAYCHECK

|    | <b>FOR THESE<br/>WORK DATES</b> | <b>TIME REPORT DUE</b>     | <b>PAY DAY</b>             |
|----|---------------------------------|----------------------------|----------------------------|
| 1  | December 19 - January 01        | Tuesday, January 03, 2017  | Friday, January 13, 2017   |
| 2  | January 02 - January 15         | Monday, January 16, 2017   | Friday, January 27, 2017   |
| 3  | January 16 - January 29         | Monday, January 30, 2017   | Friday, February 10, 2017  |
| 4  | January 30 - February 12        | Monday, February 13, 2017  | Friday, February 24, 2017  |
| 5  | February 13 - February 26       | Monday, February 27, 2017  | Friday, March 10, 2017     |
| 6  | February 27 - March 12          | Monday, March 13, 2017     | Friday, March 24, 2017     |
| 7  | March 13 - March 26             | Monday, March 27, 2017     | Friday, April 07, 2017     |
| 8  | March 27 - April 09             | Monday, April 10, 2017     | Friday, April 21, 2017     |
| 9  | April 10 - April 23             | Monday, April 24, 2017     | Friday, May 05, 2017       |
| 10 | April 24 - May 07               | Monday, May 08, 2017       | Friday, May 19, 2017       |
| 11 | May 08 - May 21                 | Monday, May 22, 2017       | Friday, June 02, 2017      |
| 12 | May 22 - June 04                | Monday, June 05, 2017      | Friday, June 16, 2017      |
| 13 | June 05 - June 18               | Monday, June 19, 2017      | Friday, June 30, 2017      |
| 14 | June 19 - July 02               | Monday, July 03, 2017      | Friday, July 14, 2017      |
| 15 | July 03 - July 16               | Monday, July 17, 2017      | Friday, July 28, 2017      |
| 16 | July 17 - July 30               | Monday, July 31, 2017      | Friday, August 11, 2017    |
| 17 | July 31 - August 13             | Monday, August 14, 2017    | Friday, August 25, 2017    |
| 18 | August 14 - August 27           | Monday, August 28, 2017    | Friday, September 08, 2017 |
| 19 | August 28 - September 10        | Monday, September 11, 2017 | Friday, September 22, 2017 |
| 20 | September 11 - September 24     | Monday, September 25, 2017 | Friday, October 06, 2017   |
| 21 | September 25 - October 08       | Monday, October 09, 2017   | Friday, October 20, 2017   |
| 22 | October 09 - October 22         | Monday, October 23, 2017   | Friday, November 03, 2017  |
| 23 | October 23 - November 05        | Monday, November 06, 2017  | Friday, November 17, 2017  |
| 24 | November 06 - November 19       | Monday, November 20, 2017  | Friday, December 01, 2017  |
| 25 | November 20 - December 03       | Monday, December 04, 2017  | Friday, December 15, 2017  |
| 26 | December 04 - December 17       | Monday, December 18, 2017  | Friday, December 29, 2017  |



## **THE PAYROLL PROCESS**

### **Saturday Period/ End Date**

You will be receiving your paychecks on a bi-weekly basis, payable every other Friday. There will be 26 pay periods next year and each pay period will be based on an 80- hour work period. You will be paid based on actual time worked in accordance with your approved time sheets.

**Time sheets must be received by the Payroll Office no later than noon on the Monday following the end of each pay period.**  
**If your timesheet is received past the deadline more than once your paycheck will be delayed until the next pay date.**

If you do not use an electronic time & attendance system and choose to fax your timesheet, please retain a copy of the fax confirmation for your records. If your manager faxes your time sheet for you, please call the Payroll Office (1-877-896-2480) no later than Monday at 2:00 p.m. to verify that your time sheet has been received.