

 TIMESHEET SUBMISSION DATES 2014-15 EMPLOYEE- SUBMIT TIMESHEET TO SUPERVISOR BY THE "DUE TO SUPERVISOR" DATE			Guide only for employees Paid hourly or daily
PAYDATE	Period Covered	Due to supervisor	Due to Payroll Office
July 3	No time sheets due	-----	-----
July 18	06/18-07/04	July 4	July 9
August 1	07/05-07/18	July 18	July 23
August 15	07/19-08/01	August 1	August 6
August 29	08/02-08/15	August 15	August 20
September 12	08/16-08/29	August 30	September 3
September 26	08/30-09/12	September 12	September 17
October 10	09/13-09/26	September 26	October 1
October 24	09/27-10/10	October 10	October 15
November 7	10/11-10/24	October 24	October 29
November 21	10/25-11/07	November 7	November 12
December 5	11/08-11/21	November 21	November 24**
December 19	11/22-12/05	December 5	December 10
January 2	12/06-12/19	December 19	December 22**
January 16	12/20-01/02	January 2	January 7
January 30	01/03-01/16	January 16	January 21
February 12***	01/17-01/30	January 30	February 4
February 27	01/31-02/12	February 12	February 18
March 13	02/13-02/27	February 27	March 4
March 27	02/28-03/13	March 13	March 18
April 10	03/14-03/27	March 27	April 1
April 24	03/28-04/10	April 10	April 15
May 8	04/11-04/24	April 24	April 29
May 20***	04/25-05/08	May 8	May 12**
June 5	05/09-05/22	May 22	May 27
June 19	05/23-06/05	June 5	June 10
June 30*	06/06-06/19	June 19*	June 22**

Timesheets must include (using **INK**), **employee's printed name**, rate of pay, complete budget code (including either **164** or **154**), **dates** worked, employee's signature, **supervisor's original signature & date**. Please total the **days** or **hours** according to the columns on the timesheet. Hourly employees, provide the hourly rate along with the total hours worked. Daily paid employees enter half or whole days in each column corresponding to the date worked. For all timesheet employees, please do not convert hours into days or days into hours. Base your submission according to your pay type (hrly OR daily - NOT BOTH)

To avoid duplication & for auditing purposes, the payroll office does not accept faxed timesheets directly from the employee. Employees, who work off site, may fax the employee signed timesheets to their supervisor. The supervisors will then sign and forward the timesheet with the **original supervisor's signature** to the payroll office.

*This pay period has limited hours to report to meet the year end payroll. Send remaining hours/timesheet to supervisor at completion of time worked in June for payment on second check in July.

**Please note these dates are early "due to" date. Timesheets received after the "due to payroll" date will run the risk of the timesheet being held for processing until the following pay date.

***Early pay dates.

Paychecks are mailed one day prior to the paycheck date. Direct Deposit is SMART ! No waiting for your Mailman ! Download the BOCES Direct Deposit form from our website.

Please note, the above schedule is for all hourly/daily paid employees which includes substitutes. Please use the above chart as a tool to verify days worked in a pay period against your check stub.