

 <b>TIMESHEET SUBMISSION DATES 2016-17</b> <b>EMPLOYEE- SUBMIT TIMESHEET TO SUPERVISOR BY THE</b> <b>"DUE TO SUPERVISOR" DATE</b>			<b>Guide only for employees</b> <b>Paid hourly or daily</b>
<b>PAYDATE</b>	<b>Period Covered</b>	<b>Due to supervisor</b>	Due to Payroll Office
July 8	No time sheets due	-----	-----
July 22	06/21-07/8	July 8	July 13
August 5	07/09-07/22	July 22	July 27
August 19	07/23-08/05	August 5	August 10
September 2	08/06-08/19	August 19	August 24
September 16	08/20-09/02	September 02	September 7
September 30	09/03-09/16	September 16	September 21
October 14	09/17-09/30	September 30	October 5
October 28	10/01-10/14	October 14	October 19
November 10***	10/15-10/28	October 28	November 2
November 22***	10/29-11/11	November 14	November 15**Tuesday
December 9	11/12-11/25	November 28	November 30
December 23	11/26-12/09	December 9	December 14
January 6	12/10-12/23	December 23	December 28
January 20	12/24-01/06	January 6	January 11
February 3	01/07-01/20	January 20	January 25
February 16***	01/21-02/03	February 3	February 8
March 3	02/04-02/17	February 17	February 22
March 17	02/18-03/03	March 3	March 8
March 31	03/04-03/17	March 17	March 22
April 13***	03/18-03/31	March 31	April 5
April 28	04/01-04/13	April 13	April 19
May 12	04/14-04/28	April 28	May 3
May 25***	04/29-05/12	May 12	May 17
June 9	05/13-05/25	May 25	May 31
June 23	05/26-06/09	June 9	June 14
June 30*	06/10-06/21	June 21	June 22*

Timesheets must be completed in ink. **Include employees name printed**, rate of pay, complete budget code (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, those paid by the hour, please do not convert hours into days. Base your submission according to your pay type (hourly OR daily - NOT BOTH)

Do not include lunch breaks as time worked.

**To avoid duplication & for auditing purposes, the payroll office does not accept faxed timesheets directly from the employee.** Off site employees may fax their signed timesheets to their supervisor. The supervisors will then sign and forward the timesheet with the **original supervisor's signature** to the payroll office. **PLEASE NOTE, DO NOT INCLUDE LUNCH AS TIME WORKED.**

\*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" dates. 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 and available to all employees! No waiting for your Mailman ! Download the 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.