

 TIMESHEET SUBMISSION DATES 2015-16 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 10	No time sheets due	-----	-----
July 24	06/20-07/10	July 10	July 15
August 7	07/11-07/24	July 24	July 29
August 21	07/25-08/07	August 7	August 12
September 4	08/08-08/21	August 21	August 26
September 18	08/22-09/04	September 4	September 9
October 2	09/05-09/18	September 18	September 23
October 16	09/19-10/02	October 2	October 7
October 30	10/03-10/16	October 16	October 21
November 13	10/17-10/30	October 30	November 4
November 24***	10/31-11/13	November 13	November 16**Monday
December 11	11/14-11/27	November 30	December 2
December 22***	11/28-12/11	December 11	December 14**Monday
January 8	12/12-12/25	December 28	December 30
January 22	12/26-01/08	January 8	January 13
February 5	01/09-01/22	January 22	January 27
February 19	01/23-02/05	February 5	February 10
March 4	02/06-02/19	February 19	February 24
March 18	02/20-03/04	March 4	March 9
April 1	03/05-03/18	March 18	March 23
April 15	03/19-04/01	April 1	April 6
April 29	04/02-04/15	April 15	April 20
May 13	04/16-04/29	April 29	May 4
May 26***	04/30-05/13	May 13	May 18
June 10	05/14-05/27	May 27	June 1
June 24	05/28-06/10	June 10	June 15
June 30*	06/11-06/20	June 20	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" 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 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.