



TIMESHEET**SCHEDULE**

UPDATE

PLEASE POST IN A PROMINENT LOCATION!

Please make a note of the following due dates for the **Institutional Work-Study Program** (Pay Group B07) and **Bi-weekly** (Pay Groups B06 and B08) timesheets. Please turn in timesheets to **Payroll Services**, located in Room 155, Burnett Hall.

Reminder: *All timesheets must be signed with black or blue ink.* -

Pay Period Dates	Timesheets Due By 12:00 noon	Checks Mailed
Dec 13 – Dec 26	<i>Dec 17*</i>	Jan 2
Dec 27 – Jan. 9	Jan 9	Jan 16
Jan 10 – Jan 23	Jan 23	Jan30
Jan 24 – Feb 6	Feb 6	Feb13
Feb 7 – Feb 20	Feb 20	Feb 27
Feb 21 – March 6	March 6	March 13
March 7 – March 20	March 20	March 27
March 21 – April 3	April 3	April 10
April 4 – April 17	April 17	April 24
April 18 – May 1	May 1	May 8
May 2 – May 15	May 15	May 22
May 16 – May 29	May 29	June 5
May 30 – June 12	June 12	June 19
June 13 – June 26	<i>June 25**</i>	July 2

***Christmas Holiday University Closed December 24th –January 1st
January 2nd University Closed**

Martin Luther King observed January 19th University Closed

*** ** *Italics are dates timesheets are called in early because of holidays off.***

