

SUBMIT TIME SHEETS FOR PERIOD OF	DATE DUE IN PAYROLL OFFICE BY 3:00 P.M.	PAY DATE
Dec. 23 - Jan. 07	Jan. 06	Jan . 13
Jan. 08 - Jan. 22	Jan. 24	Jan. 31
Jan. 23 - Feb. 07	Feb. 08	Feb. 15
Feb. 08 - Feb. 22	Feb. 22	Feb. 29
Feb. 23 - Mar. 07	Mar. 08	Mar. 15
Mar. 08 - Mar. 22	Mar. 23	Mar. 30
Mar. 23 - Mar. 31	Mar. 30**	Apr. 13
Apr. 01 - Apr. 07	Apr. 04*	Apr. 13
Apr. 08 - Apr. 22	Apr. 23	Apr. 30
Apr. 23 - May 07	May 08	May 15
May 08 - May 22	May 24	May 31
May 23 - Jun. 07	Jun. 08	Jun. 15
Jun. 08 - Jun. 22	Jun. 22	Jun. 29
Jun. 23 - Jul. 07	Jul. 06	Jul. 13
Jul. 08 - Jul. 22	Jul. 24	Jul. 31
Jul. 23 - Aug. 07	Aug. 08	Aug. 15
Aug. 08 - Aug. 22	Aug. 24	Aug. 31
Aug. 23 - Sept. 07	Sept. 07	Sept. 14
Sept. 08 - Sept. 22	Sept. 21	Sept. 28
Sept. 23 - Oct. 07	Oct. 05*	Oct. 15
Oct. 08 - Oct. 22	Oct. 24	Oct. 31
Oct. 23 - Nov. 07	Nov. 07*	Nov. 15
Nov. 08 - Nov. 22	Nov. 23	Nov. 30
Nov. 23 - Dec. 07	Dec. 07	Dec. 14
Dec. 08 - Dec. 22	Dec. 14*	Dec. 21

*NOTE (1)- Earlier deadlines due to Statutory Holidays

**NOTE (2) - A separate timesheet for March 23-31 must be submitted by March 30/12

to accommodate the Finance year-end. The pay date remains at April 13/12

Please direct any questions to Payroll at locals 4594, 4525, or 4018.

Payroll office located in Room A291