

**HOURLY AND DAILY RATE EMPLOYEES
STATE TEMPORARY SERVICE PAYROLL
SCHEDULE OF TIMESHEET DUE DATES**

INSTRUCTIONS:

1. Employment must be authorized in writing by hiring department and received in the Human Resources Office prior to the submission of the first timesheet. **Please note that the deadline for processing the appointment of an employee into the payroll system is one week prior to the date in which the hours worked may be submitted for payment. Failure to have the appointment information on file by that date will delay the first paycheck for the employee.**
2. All entries on a timesheet must be legible and in INK.
3. Timesheets must be received in the Office of Human Resources, 219 Raymond Hall, prior to the deadline listed below.
4. Timesheets received after the due date will be submitted for payment in the next payroll.

PAYROLL CALENDAR

Enter Hours Worked For This Period	Timesheet Due by Thursday, Noon	To Receive a Paycheck on This Date	Payroll #
12/14/17 - 12/27/17	12/28/17	1/24/18	20
12/28/17 - 1/10/18	1/11/18	2/7/18	21
1/11/18 - 1/24/18	1/25/18	2/21/18	22
1/25/18 - 2/7/18	2/8/18	3/7/18	23
2/8/18 - 2/21/18	2/22/18	3/21/18	24
2/22/18 - 3/7/18	3/8/18	4/4/18	25
3/8/18 - 3/21/18	3/22/18	4/18/18	26
3/22/18 - 4/4/18	4/5/18	5/2/18	1
4/5/18 - 4/18/18	4/19/18	5/16/18	2
4/19/18 - 5/2/18	5/3/18	5/30/18	3
5/3/18 - 5/16/18	5/17/18	6/13/18	4
5/17/18 - 5/30/18	5/31/18	6/27/18	5
5/31/18 - 6/13/18	6/14/18	7/11/18	6
6/14/18 - 6/27/18	6/28/18	7/25/18	7
6/28/18 - 7/11/18	7/12/18	8/8/18	8
7/12/18 - 7/25/18	7/26/18	8/22/18	9
7/26/18 - 8/8/18	8/9/18	9/5/18	10
8/9/18 - 8/22/18	8/23/18	9/19/18	11
8/23/18 - 9/5/18	9/6/18	10/3/18	12
9/6/18 - 9/19/18	9/20/18	10/17/18	13
9/20/18 - 10/3/18	10/4/18	10/31/18	14
10/4/18 - 10/17/18	10/18/18	11/14/18	15
10/18/18 - 10/31/18	11/1/18	11/28/18	16
11/1/18 - 11/14/18	11/15/18	12/12/18	17
11/15/18 - 11/28/18	11/29/18	12/26/18	18
11/29/18 - 12/12/18	12/13/18	1/9/19	19

Please call Human Resources, x2090, with questions

Revised 11/16