

TIME CARD SCHEDULE 2008/2009

Hours for non-exempt employees will be recorded and submitted to Payroll Services (M.C. 3-34) based on the following schedule. *New Hires should start their time card in the appropriate week.*

- Wk. #1 Hours worked: from 07/13/08 to 07/19/08
Wk. #2 Hours worked: from 07/20/08 to 07/26/08
Wk. #3 Hours worked: from 07/27/08 to 08/02/08
Wk. #4 Hours worked: from 08/03/08 to 08/09/08 Submit to Payroll no later than: August 15
- Wk. #1 Hours worked: from 08/10/08 to 08/16/08
Wk. #2 Hours worked: from 08/17/08 to 08/23/08
Wk. #3 Hours worked: from 08/24/08 to 08/30/08
Wk. #4 Hours worked: from 08/31/08 to 09/06/08 Submit to Payroll no later than: September 12
- Wk. #1 Hours worked: from 09/07/08 to 09/13/08
Wk. #2 Hours worked: from 09/14/08 to 09/20/08
Wk. #3 Hours worked: from 09/21/08 to 09/27/08
Wk. #4 Hours worked: from 09/28/08 to 10/04/08 Submit to Payroll no later than: October 10
- Wk. #1 Hours worked: from 10/05/08 to 10/11/08
Wk. #2 Hours worked: from 10/12/08 to 10/18/08
Wk. #3 Hours worked: from 10/19/08 to 10/25/08
Wk. #4 Hours worked: from 10/26/08 to 11/01/08 Submit to Payroll no later than: November 7
- Wk. #1 Hours worked: from 11/02/08 to 11/08/08
Wk. #2 Hours worked: from 11/09/08 to 11/15/08
Wk. #3 Hours worked: from 11/16/08 to 11/22/08
Wk. #4 Hours worked: from 11/23/08 to 11/29/08 Submit to Payroll no later than: December 5
- Wk. #1 Hours worked: from 11/30/08 to 12/06/08
Wk. #2 Hours worked: from 12/07/08 to 12/13/08
Wk. #3 Hours worked: from 12/14/08 to 12/20/08
Wk. #4 Hours worked: from 12/21/08 to 12/27/08 Submit to Payroll no later than: January 2
- Wk. #1 Hours worked: from 12/28/08 to 01/03/09
Wk. #2 Hours worked: from 01/04/09 to 01/10/09
Wk. #3 Hours worked: from 01/11/09 to 01/17/09
Wk. #4 Hours worked: from 01/18/09 to 01/24/09 Submit to Payroll no later than: January 30
- Wk. #1 Hours worked: from 01/25/09 to 01/31/09

Wk. #2 Hours worked: from 02/01/09 to 02/07/09
Wk. #3 Hours worked: from 02/08/09 to 02/14/09
Wk. #4 Hours worked: from 02/15/09 to 02/21/09 Submit to Payroll no later than: February 27

Wk. #1 Hours worked: from 02/22/09 to 02/28/09
Wk. #2 Hours worked: from 03/01/09 to 03/07/09
Wk. #3 Hours worked: from 03/08/09 to 03/14/09
Wk. #4 Hours worked: from 03/15/09 to 03/21/09 Submit to Payroll no later than: March 27

Wk. #1 Hours worked: from 03/22/09 to 03/28/09
Wk. #2 Hours worked: from 03/29/09 to 04/04/09
Wk. #3 Hours worked: from 04/05/09 to 04/11/09
Wk. #4 Hours worked: from 04/12/09 to 04/18/09 Submit to Payroll no later than: April 24

Wk. #1 Hours worked: from 04/19/09 to 04/25/09
Wk. #2 Hours worked: from 04/26/09 to 05/02/09
Wk. #3 Hours worked: from 05/03/09 to 05/09/09
Wk. #4 Hours worked: from 05/10/09 to 05/16/09 Submit to Payroll no later than: May 22

Wk. #1 Hours worked: from 05/17/09 to 05/23/09
Wk. #2 Hours worked: from 05/24/09 to 05/30/09
Wk. #3 Hours worked: from 05/31/09 to 06/06/09
Wk. #4 Hours worked: from 06/07/09 to 06/13/09 Submit to Payroll no later than: June 19

Wk. #1 Hours worked: from 06/14/09 to 06/20/09
Wk. #2 Hours worked: from 06/21/09 to 06/27/09
Wk. #3 Hours worked: from 06/28/09 to 07/04/09
Wk. #4 Hours worked: from 07/05/09 to 07/11/09 Submit to Payroll no later than: July 17

