



2015-2016 Pay Schedule

Temporary Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis as indicated on the Pay Schedule.

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **in ink daily** using **hour, half-hour, or quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Please forward all timesheets for payment to the Payroll Office, 409 Culkin Hall, in accordance with the pay schedule. A letter of explanation and justification from the supervisor must accompany late time sheets in excess of two pay periods.



2015-2016 PAY SCHEDULE FOR HOURLY PAID PERSONNEL

<u>PAID IN PAYROLL NUMBER</u>	<u>PERIOD WORKING</u>	<u>TIME SHEETS DUE IN PAYROLL OFFICE</u>	<u>CHECK DATE</u>
10	07/16-07/29/15	07/31/15	08/2/15
11	07/30-08/12/15	08/14/15	09/09/15
12	08/13-08/26/15	08/28/15	09/23/15
13	08/27-09/09/14	09/11/15	10/07/15
14	09/10-09/23/14	09/25/15	10/21/15
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15	09/24-10/07/15	10/09/15	11/04/15
16	10/08-10/21/15	10/23/15	11/18/15
17	10/22-11/04/15	11/06/15	12/02/15
18	11/05-11/18/15	11/20/14	12/16/15
19	11/19-12/02/15	12/04/15	12/30/15
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20	12/03-12/16/15	12/18/15	01/13/16
21	12/17-12/30/15	01/01/16	01/27/16
22	12/31-01/13/16	01/15/16	02/10/16
23	01/14-01/27/16	01/29/16	02/24/16
24	01/28-02/10/16	02/12/16	03/10/16
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25	02/11-02/24/16	02/26/16	03/23/16
26	02/25-03/09/16	03/11/16	04/07/16
1	03/10-03/23/16	03/25/16	04/20/16
2	03/24-04/06/16	04/08/16	05/04/16
3	04/07-04/20/16	04/22/16	05/18/16
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4	04/21-05/04/16	05/06/16	06/01/16
5	05/05-05/18/16	05/20/16	06/15/16
6	05/19-06/01/16	06/03/16	06/29/16
7	06/02-06/15/16	06/17/16	07/13/16
8	06/16-06/29/16	07/01/16	07/27/16
9	06/30-07/13/16	07/15/16	08/10/16



2015-2016 PAY SCHEDULE FOR CLASSIFIED EMPLOYEES

PAID IN PAYROLL NUMBER	PERIOD WORKING	TIME SHEETS DUE IN PAYROLL OFFICE	CHECK DATE
09	07/16-07/29/15	08/04/15	08/12/15
10	07/30-08/12/15	08/18/15	08/26/15
11	08/13-08/26/15	09/01/15	09/09/15
12	08/27-09/09/15	09/15/15	09/23/15
13	09/10-09/23/15	09/29/15	10/07/15
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14	09/24-10/07/15	10/13/15	10/21/15
15	10/08-10/21/15	10/27/15	11/04/15
16	10/22-11/04/15	11/10/15	11/18/15
17	11/05-11/18/15	11/24/15	12/02/15
18	11/19-12/02/15	12/08/15	12/16/15
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19	12/03-12/16/15	12/22/15	12/30/15
20	12/17-12/30/15	01/05/16	01/13/16
21	12/31-01/13/16	01/19/16	01/27/16
22	01/14-01/27/16	02/02/16	02/10/16
23	01/28-02/10/16	02/16/16	02/24/16
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24	02/11-02/24/16	03/01/16	03/12/16
25	02/25-03/09/16	03/15/16	03/23/16
26	03/10-03/23/16	03/29/16	04/06/16
1	03/24-04/06/16	04/12/16	04/20/16
2	04/07-04/20/16	04/26/16	05/04/16
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3	04/21-05/04/16	05/10/16	05/18/16
4	05/05-05/18/16	05/24/16	06/01/16
5	05/19-06/01/16	06/07/16	06/15/16
6	06/02-06/15/16	06/21/16	06/29/16
7	06/16-06/29/16	07/05/16	07/13/16
8	06/30-07/13/16	07/19/16	07/27/16

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **in ink daily** using **hour, half-hour, or quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Please forward all timesheets for payment to the Payroll Office, 409 Culkin Hall, in accordance with the pay schedule. Any additional pay such as overtime, extra time, lost time and inconvenience pay will be an extra two weeks from the check date listed on the schedule.