

2016-2017 Pay Schedule - Hourly Employees

Temporary employees appointed at an hourly pay basis are required to submit time records to the Payroll Office on a biweekly basis as indicated on the pay schedule. Each time record should be recorded in ink using hour, half hour and quarter hour units. A lunch break of at least one-half hour must be taken and indicated on the time record during any workday of six or more hours.

A letter of explanation and justification from the supervisor must accompany late time records in excess of two pay periods.

| PAID IN PR# | PERIOD WORKING | TIMESHEETS DUE IN PAYROLL | CHECK DATE |
|--------------------|-----------------------|----------------------------------|-------------------|
| 4 | 05/05-05/18/2016 | 5/20/2016 | 6/15/2016 |
| 5 | 05/19-06/01/2016 | 6/3/2016 | 6/29/2016 |
| 6 | 06/02-06/15/2016 | 6/17/2016 | 7/13/2016 |
| 7 | 06/16-06/30/2016 | 7/1/2016 | 7/27/2016 |
| 8 | 06/30-07/13/2016 | 7/15/2016 | 8/10/2016 |
| 9 | 07/14-07/27/2016 | 7/29/2016 | 8/24/2016 |
| 10 | 07/28-08/10/2016 | 8/12/2016 | 9/7/2016 |
| 11 | 08/11-08/24/2016 | 8/26/2016 | 9/21/2016 |
| 12 | 08/25-09/07/2016 | 9/9/2016 | 10/5/2016 |
| 13 | 09/08-09/21/2016 | 9/23/2016 | 10/19/2016 |
| 14 | 09/22-10/05/2016 | 10/7/2016 | 11/2/2016 |
| 15 | 10/06-10/19/2016 | 10/21/2016 | 11/16/2016 |
| 16 | 10/20-11/02/2016 | 11/4/2016 | 11/30/2016 |
| 17 | 11/03-11/16/2016 | 11/18/2016 | 12/14/2016 |
| 18 | 11/17-11/30/2016 | 12/2/2016 | 12/28/2016 |
| 19 | 12/01-12/14/2016 | 12/16/2016 | 1/11/2017 |
| 20 | 12/15-12/28/2016 | 12/30/2016 | 1/25/2017 |
| 21 | 12/29-01/11/2017 | 1/13/2017 | 2/8/2017 |
| 22 | 01/12-01/25/2017 | 1/27/2017 | 2/22/2017 |
| 23 | 01/26-02/08/2017 | 2/10/2017 | 3/8/2017 |
| 24 | 02/10-02/23/2017 | 2/24/2017 | 3/22/2017 |
| 25 | 02/23-03/08/2017 | 3/10/2017 | 4/5/2017 |
| 26 | 03/10-03/22/2017 | 3/24/2017 | 4/19/2017 |
| 1 | 03/23-04/05/2017 | 4/7/2017 | 5/3/2017 |
| 2 | 04/06-04/19/2017 | 4/21/2017 | 5/17/2017 |
| 3 | 04/20-05/03/2017 | 5/5/2017 | 5/31/2017 |