

## 2017-2018 Hourly Calendar

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.

<b>PAID IN PR#</b>	<b>PERIOD WORKING</b>	<b>TIMESHEETS DUE IN PAYROLL</b>	<b>CHECK DATE</b>
3	05/04-05/17/2017	5/19/2017	6/14/2017
4	05/18-05/31/2017	6/2/2017	6/28/2017
5	06/01-06/14/2017	6/16/2017	7/12/2017
6	06/15-06/28/2017	6/30/2017	7/26/2017
7	06/29-07/12/2017	7/14/2017	8/9/2017
8	07/13-07/26/2017	7/28/2017	8/23/2017
9	07/27-08/09/2017	8/11/2017	9/6/2017
10	08/10-08/23/2017	8/25/2017	9/20/2017
11	08/24-09/06/2017	9/8/2017	10/4/2017
12	09/07-09/20/2017	9/22/2017	10/18/2017
13	09/21-10/04/2017	10/6/2017	11/1/2017
14	10/05-10/18/2017	10/20/2017	11/15/2017
15	10/19-11/01/2017	11/3/2017	11/29/2017
16	11/02-11/15/2017	11/17/2017	12/13/2017
17	11/16-11/29/2017	12/1/2017	12/27/2017
18	11/30-12/13/2017	12/15/2017	1/10/2018
19	12/14-12/27/2017	12/29/2017	1/24/2018
20	12/28-01/10/2018	1/12/2018	2/7/2018
21	01/11-01/24/2018	1/26/2018	2/21/2018
22	01/25-02/07/2018	2/9/2018	3/7/2018
23	02/08-02/21/2018	2/23/2018	3/21/2018
24	02/22-03/07/2018	3/9/2018	4/4/2018
25	03/08-03/21/2018	3/23/2018	4/18/2018
26	03/22-04/04/2018	4/6/2018	5/2/2018
1	04/05-04/18/2018	4/20/2018	5/16/2018
2	04/19-05/03/2018	5/5/2017	5/30/2018