

Time Sheet / Additional Pay Request Schedule
2010 / 2011 Fiscal Year

Please submit your completed time sheets and / or additional pay request, including your supervisor's signature to Payroll by the following cut-off dates. **REMINDER: Time sheets and / or additional pay requests received after the cut-off date will be paid on the following pay date.**

Please contact Pat Mirs with any questions at x4523

CUT-OFF DATES

PAY DATES

Wednesday, June 30 th	July 15 th
Thursday, July 15 th	July 30 th
Friday, July 30 th	August 13 th
Friday, August 13 th	August 31 st
Tuesday, August 31 st	September 15 th
Wednesday, September 15 th	September 30 th
Thursday, September 30 th	October 15 th
Friday, October 15 th	October 29 th
Friday, October 29 th	November 15 th
Monday, November 15 th	November 30 th
Tuesday, November 30 th	December 15 th
Wednesday, December 15 th	December 30 th
Thursday, December 30 th	January 14 th
Friday, January 14 th	January 31 st
Monday, January 31 st	February 15 th
Tuesday, February 15 th	February 28 th
Monday, February 28 th	March 15 th
Tuesday, March 15 th	March 31 st
Thursday, March 31 st	April 15 th
Friday, April 15 th	April 29 th
Friday, April 29 th	May 13 th
Friday, May 13 th	May 31 st
Tuesday, May 31 st	June 15 th
Wednesday, June 15 th	June 30 th