

MEMORANDUM

To: Temporary Service Employees and Supervisors
(Green Timesheets – Saturday thru Friday – 2 week cycle)

From: Payroll Office

Re: Payroll Schedule for 2018

HOURLY TEMP SERVICE PAY SCHEDULE for 2018						
Payroll	Payroll Begin date	Payroll End date	Timesheet begin date	Timesheet End date	Timesheet due date	Check Date
19	12/14/17	12/27/17	12/9/17	12/22/17	12/26/17	1/10/18
20	12/28/17	1/10/18	12/23/17	1/5/18	1/8/18	1/24/18
21	1/11/18	1/24/18	1/6/18	1/19/18	1/22/18	2/7/18
22	1/25/18	2/7/18	1/20/18	2/2/18	2/5/18	2/21/18
23	2/8/18	2/21/18	2/3/18	2/16/18	2/20/18	3/7/18
24	2/22/18	3/7/18	2/17/18	3/2/18	3/5/18	3/21/18
25	3/8/18	3/21/18	3/3/18	3/16/18	3/19/18	4/4/18
26	3/22/18	4/4/18	3/17/18	3/30/18	4/2/18	4/18/18
1	4/5/18	4/18/18	3/31/18	4/13/18	4/16/18	5/2/18
2	4/19/18	5/2/18	4/14/18	4/27/18	4/30/18	5/16/18
3	5/3/18	5/16/18	4/28/18	5/11/18	5/14/18	5/30/18
4	5/17/18	5/30/18	5/12/18	5/25/18	5/29/18	6/13/18
5	5/31/18	6/13/18	5/26/18	6/8/18	6/11/18	6/27/18
6	6/14/18	6/27/18	6/9/18	6/22/18	6/25/18	7/11/18
7	6/28/18	7/11/18	6/23/18	7/6/18	7/9/18	7/25/18
8	7/12/18	7/25/18	7/7/18	7/20/18	7/23/18	8/8/18
9	7/26/18	8/8/18	7/21/18	8/3/18	8/6/18	8/22/18
10	8/9/18	8/22/18	8/4/18	8/17/18	8/20/18	9/5/18
11	8/23/18	9/5/18	8/18/18	8/31/18	9/4/18	9/19/18
12	9/6/18	9/19/18	9/1/18	9/14/18	9/17/18	10/3/18
13	9/20/18	10/3/18	9/15/18	9/28/18	10/1/18	10/17/18
14	10/4/18	10/17/18	9/29/18	10/12/18	10/15/18	10/31/18
15	10/18/18	10/31/18	10/13/18	10/26/18	10/29/18	11/14/18
16	11/1/18	11/14/18	10/27/18	11/9/18	11/12/18	11/28/18
17	11/15/18	11/28/18	11/10/18	11/23/18	11/26/18	12/12/18
18	11/29/18	12/12/18	11/24/18	12/7/18	12/10/18	12/26/18
19	12/13/18	12/26/18	12/8/18	12/21/18	12/24/18	1/9/19

Time sheets should be completed in regular two week intervals and returned to the Payroll Office on or before the listed dates.

Employees should sign the completed time sheet in the area indicated. Supervisors should verify total hours, sign the time sheet at the bottom, and return the time sheet to the Payroll Office on or before the due date. **This office cannot accept time sheets from the employee.**