Hourly Payroll Schedule 2024

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Please Note:

Time sheets should be completed by the employee in regular two-week intervals and in accordance with the above pay period date ranges.

Employees: Please complete and submit your time sheet to your supervisor for approval at the end of the pay period as noted in above schedule.

Supervisors: Please verify all hours for accuracy, approve and submit time sheets to the Payroll Office by the deadlines set in above schedule.

ALL TIME SHEETS ARE DUE ON OR BEFORE THE ABOVE TIME SHEET DUE DATES. PLEASE ADHERE TO THE DEADLINES TO AVOID A DELAY IN PAYMENT.