

Central Payroll has advanced the following payrolls:

Contractual Payroll Schedule (6x9 manual timecards) Due dates subject to change

	PAY PERIOD	DUE DATE
Pay Period #1	06/17/15 – 06/30/15	Friday, June 26, 2015
Pay Period #8	09/23/15 - 10/06/15	Monday, October 5, 2015
Pay Period #10	10/21/15 - 11/03/15	Friday, October 30, 2015
Pay Period #14	12/16/15 - 12/29/15	Thursday, December 24, 2015
Pay Period #15	12/30/15 – 01/12/16	Monday, January 11, 2016

Regular Payroll Schedule (Pre-printed timesheets) Due dates subject to change

Pay Period #1	06/10/15 – 06/23/15	Thursday, June 18, 2015
Pay Period #9	09/30/15 – 10/13/15	Friday, October 9, 2015
Pay Period #12	11/11/15 – 11/24/15	Wednesday, November 18, 2015
Pay Period #14	12/09/15 – 12/22/15	Wednesday, December 16, 2015

Timecards are due to payroll by Noon and adherences to the deadlines are crucial in processing advanced payrolls in a timely manner. Your administrative official may require them earlier to comply with the Payroll deadlines.

Reminder:

- Note ‘Assumed Performance’ or ‘AP’ on those dates you must project working when turning in your timesheet.
- You cannot assume overtime or comp time earned on the AP noted days.
- If you have pre-scheduled leave, please indicate it on the timesheet. This would include administrative leave (58).
- AP and all other adjustment requests must be accompanied by a legible copy of the timesheet for the related pay period covered in the requested adjustment.
- Paid overtime must be pre-approved by your administrative official and noted on the Overtime Authorization Log.

Regular Employees paid biweekly please note:

Health deductions will not be taken during pay period #08 - 09/16/15 – 09/29/15