

TIME SLIP DUE DATES FOR 2011-2012

If you worked between:	Time slips are due at D.O. by:	Pay Date:
		No time slips to be paid on 7/7
07/01 – 07/09	07/11	07/21
07/10 – 07/23	07/25	08/04
07/24 – 08/06	08/08	08/18
08/07 – 08/20	08/22	09/01
08/21 – 09/03	09/06*	09/15
09/04 – 09/17	09/19	09/29
09/18 – 10/01	10/03	10/13^
10/02 – 10/15	10/17	10/27
10/16 – 10/29	10/31	11/10
10/30 – 11/12	11/14	11/22*
11/13 – 11/26	11/28	12/08
11/27 – 12/10	12/12	12/22
12/11 – 12/24	12/29*	01/05
12/25 – 01/07	01/09	01/19
01/08 – 01/21	01/23	02/02
01/22 – 02/04	02/06	02/16
02/05 – 02/18	02/21*	03/01
02/19 – 03/03	03/05	03/15+
03/04 – 03/17	03/19	03/29
03/18 – 03/31	04/02	04/12
04/01 – 04/14	04/16	04/26
04/15 – 04/28	04/30	05/10
04/29 – 05/12	05/14	05/24
05/13 – 05/26	05/29*	06/07
05/27 – 06/30** PROJECTED	06/11**	06/21**

*** CHANGES IN BI-WEEKLY SCHEDULE**

^ SCHOOLS CLOSED—PAY CHECKS AVAILABLE FOR PICK UP AT D.O.

+ SCHOOLS AND D.O. CLOSED PAY CHECKS WILL BE MAILED PICK UP D/D SLIPS AFTER BREAK

**** ALL FISCAL YEAR 10/11 TIME SLIPS MUST BE RECEIVED IN PAYROLL BY 6/11/12. IT WILL BE NECESSARY FOR YOU TO PROJECT UNTIL 6/30/12. THIS IS MANDATORY PER OUR AUDITORS.**

ACTUAL TIME SLIPS (NOT FAXED COPIES) MUST BE AT THE PAYROLL OFFICE ON MONDAY MORNING FOLLOWING EACH PAYDAY. IF MONDAY IS A HOLIDAY, TIME SLIPS MUST BE AT THE PAYROLL OFFICE BY 10:00 A.M. ON THE TUESDAY AFTER PAYDAY. (If time slips are late, the employee will not receive their pay until two (2) weeks later on the next payroll.)

PLEASE MAKE SURE YOUR TIME SLIPS ARE COMPLETED (ACCOUNT CODE, DATES OF PAY PERIOD, HRS WORKED, SIGNATURES, ETC.) BEFORE SENDING THEM TO PAYROLL. PLEASE SEND SUB TIME SLIPS TO PAYROLL ON A DAILY BASIS IF POSSIBLE. PLEASE DO NOT SEND THEM ALL ON THE LAST DAY DUE!