

Timesheet and Pay Period Schedule

<u>Pay Period</u>	<u>Timesheets due by</u> <u>10:00 AM ¹</u>	<u>Paycheck Date</u>	<u>Accrual²</u>	<u>Insurance Deductions³</u>
9/11 - 9/25	Friday, September 23rd	Friday, September 30th	September Accrual	Insurance Deductions for October
09/26 - 10/09	Tuesday, October 11th	Tuesday, October 18th		No insurance deductions
10/10 - 10/23	Monday, October 24th	Monday, October 31st	October Accrual	No insurance deductions
10/24 - 11/6	Tuesday, November 8th	Friday, November 18th		Insurance Deductions for November
11/7 - 11/20	Monday, November 21st	Wednesday, November 30th	November Accrual	Insurance Deductions for November
11/21 - 12/4	Tuesday, December 6th	Friday, December 16th		Insurance Deductions for December
12/5 - 12/18	Tuesday, December 20th	Friday, December 30th	December Accrual	Insurance Deductions for December

1. Beginning with the December 16th paycheck and moving forward, timesheets will be due every other Tuesday and paychecks will be every other Friday.
2. You will accrue sick leave and vacation leave once a month. For example, instead of earning 4 hours of sick leave per bi-monthly pay period, you will earn 8 hours of sick leave once a month. If you typically earn 3.6 hours of vacation leave per bi-monthly pay period, you will earn 7.2 hours of vacation leave per month. For example, on your 10/10 to 10/23 timesheet, you will earn your monthly accrual for sick and vacation for the month of October.
3. Currently, we take insurance deductions a month ahead (September deductions pay October premiums). Going forward, we will take insurance deductions in arrears (November deductions will pay November premiums). Therefore, ONLY in the month of October, we will not take INSURANCE deductions so that we transition from taking deductions one month ahead to the current month.