2013-2014 Hourly Pay Calendar

Pay Period	Pay Date	Pay Period Begin Date	Pay Period End Date	Timesheets Due in Payroll Office
1	04/24/13	03/14/13	03/27/13	03/29/13
2	05/08/13	03/28/13	04/10/13	04/12/13
3	05/22/13	04/11/13	04/24/13	04/26/13
4	06/05/13	04/25/13	05/08/13	05/10/13
5	06/19/13	05/09/13	05/22/13	05/24/13
6	07/03/13	05/23/13	06/05/13	06/07/13
7	07/17/13	06/06/13	06/19/13	06/21/13
8	07/31/13	06/20/13	07/03/13	07/05/13
9	08/14/13	07/04/13	07/17/13	07/19/13
10	08/28/13	07/18/13	07/31/13	08/02/13
11	09/11/13	08/01/13	08/14/13	08/16/13
12	09/25/13	08/15/13	08/28/13	08/30/13
13	10/09/13	08/29/13	09/11/13	09/13/13
14	10/23/13	09/12/13	09/25/13	09/27/13
15	11/06/13	09/26/13	10/09/13	10/11/13
16	11/20/13	10/10/13	10/23/13	10/25/13
17	12/04/13	10/24/13	11/06/13	11/08/13
18	12/18/13	11/07/13	11/20/13	11/22/13
19	12/31/13	11/21/13	12/04/13	12/06/13
20	01/15/14	12/05/13	12/18/13	12/20/13
21	01/29/14	12/19/13	01/01/14	01/03/14
22	02/12/14	01/02/14	01/15/14	01/17/14
23	02/26/14	01/16/14	01/29/14	01/31/14
24	03/12/14	01/30/14	02/12/14	02/14/14
25	03/26/14	02/13/14	02/26/14	02/28/14
26	04/09/14	02/27/14	03/12/14	03/14/14

2013-2014 Pay Schedule - For Staff Appointed at an **Hourly Rate**

Temporary Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis .

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **in ink daily** using **hour**, **half-hour**, or **quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Timesheets **are not** to be returned to the employee after being signed by the supervisor.

Please forward all timesheets for payment to the Payroll Office, Erwin 220, in accordance with the pay schedule. A copy is to be retained in your Department files to provide an audit record. A letter of explanation and justification must accompany late time sheets in excess of one pay period from the supervisor.