

## 2023-2024 UUP Hourly Pay Calendar

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

### 2023-2024 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, Doty 318, 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.