

Month	Holidays	Pay Period Covered	Appointment Forms & In Process Changes due to HR by 5pm	Maximum Non-Exempt Hours	Timesheets due by 5:00pm	Pay Date (all checks are mailed)
July	7/3	7/1-7/15	6/30	88	7/16	7/24
		7/16-7/31	7/15	96	8/1	8/10
August		8/1-8/15	7/31	80	8/17	8/26
		8/16-8/31	8/15	88	9/1	9/10
September	9/7	9/1-9/15	8/29	88	9/16	9/25
		9/16-9/30	9/15	88	10/1	10/9
October		10/1-10/15	9/30	88	10/16	10/26
		10/16-10/31	10/15	88	11/2	11/10
November	11/11	11/1-11/15	10/30	80	11/16	11/25
	11/26	11/16-11/30	11/13	88	12/1	12/10
	11/27					
December	12/25	12/1-12/15	11/30	88	12/16	12/24
	12/28-12/31	12/16-12/31	12/15	96	1/4	1/8/10
January	1/1	1/1-1/15	1/4	88	1/19	1/26
	1/18	1/16-1/31	1/15	80	2/1	2/10
February		2/1-2/15	1/29	80	2/16	2/26
		2/16-2/28	2/15	72	3/1	3/10
March	3/31	3/1-3/15	2/26	88	3/16	3/26
		3/16-3-31	3/12	96	4/1	4/9
April		4/1-4/15	3/30	88	4/16	4/26
		4/16-4/30	4/15	88	5/3	5/10
May	5/31	5/1-5/15	4/30	88	5/17	5/26
		5/16-5/31	5/14	88	6/1	6/10
June		6/1-6/15	5/28	88	6/16	6/25
		6/16-6/30	6/15	88	7/1	7/9

All online timesheets must be edited and approved no later than 5:00pm of each submission date. Documents submitted after the noon deadline will be processed on the next pay cycle.

Incomplete Personnel/Payroll documents may result in paychecks not being issued on the designated pay day.

All paychecks will be mailed to the employee and should be received on the pay date. A paycheck is considered properly delivered upon depositing the check in the U.S. mail with the last address on file. It is the employee's responsibility to ensure the Foundation has the correct address.