

# Hourly Pink Sheet & Time Sheet Schedule

## January 2011 to June 2011

Pink sheets must be received in Human Resources by **noon** on the due dates below.

Employment PAF's due in Human Resources	Pink Sheets mailed to Department	Pay Period (Department must include all hours worked during these dates on pink sheets)	Pink Sheets Due into Human Resources	PAYDAY
12/28/2010	1/6/2011	12/22/2011-1/6/2011	1/10/2011	1/25/2011
1/18/2011	1/21/2011	1/7/2011-1/21/2011	1/25/2011	2/10/2011
2/3/2011	2/8/2011	1/22/2011-2/8/2011	2/10/2011	2/25/2011
2/17/2011	2/23/2011	2/9/2011-2/23/2011	2/25/2011	3/10/2011
3/3/2011	3/8/2011	2/24/2011-3/8/2011	3/10/2011	3/25/2011
3/17/2011	3/23/2011	3/9/2011-3/23/2011	3/25/2011	4/8/2011
4/1/2011	4/6/2011	3/24/2011-4/6/2011	4/8/2011	4/25/2011
4/18/2011	4/21/2011	4/7/2011-4/21/2011	4/25/2011	5/10/2011
5/2/2011	5/6/2011	4/22/2011-5/6/2011	5/10/2011	5/25/2011
5/17/2011	5/23/2011	5/7/2011-5/23/2011	5/25/2011	6/10/2011
6/1/2011	6/8/2011	5/24/2011-6/8/2011	6/10/2011	6/24/2011

Employees' checks may be delayed if pink sheets are not **received** in Human Resources by **noon** on the day indicated above. In order to ensure that your pink sheets are received and routed to the correct person, please make sure you return them in the plastic envelope that they are mailed in.

Time Sheets must be computed, reviewed for accuracy, signed, and dated by the supervisor. Please include the supervisor's name and telephone number and remember to check for Holidays. The electronic version of the timesheet is located at the following link: <http://www.csn.edu/MSDOcs/HR/IP%20Electronic%20Timesheet.xlsm>. There is also a tab in the same document for the "Handwritten Timesheet."

**NOTE: The pink sheet should reflect all the hours worked during the pay period being processed based on the Pink Sheet Schedule.**

**Please Do not send PAF's** in the plastic envelope with the pink sheets. In order to ensure that your employees are printed on the time sheets, employment PAF's need to be sent by the due date indicated above. If your employee's are not included on the pink sheets and you need to submit time on them you will need to type out a separate pink sheet.

REMINDER: **ALL INFORMATION** RECORDED ON THE PINK SHEETS **MUST BE TYPED**, TO INCLUDE THE NUMBER OF HOURS AND ALL INFORMATION ADDED TO THE (A) PAGE.

For questions call Debbie Alisca at 651-7484 or Tanya Barnes at 651-7473.