

Hourly Pink Sheet & Time Sheet Schedule January to June 2008

Employment Contracts due to Human Resources		Pink Sheets mail to Department		Pay Period (Department must include all hours worked during this dates in pink sheets)	Pink Sheets Due to Human Resources		PAYDAY	
January	2	January	8	12/24/07-1/9/2008	January	10	January	25
January	16	January	23	1/10/2008-1/24/2008	January	25	February	8
February	1	February	6	1/25/2008-2/7/2008	February	8	February	25
February	14	February	21	2/8/2008-2/24/2008	February	25	March	10
March	3	March	6	2/25/2008-3/9/2008	March	10	March	25
March	17	March	21	3/10/2008-3/24/2008	March	25	April	10
April	2	April	8	3/25/2008-4/09/2008	April	10	April	25
April	16	April	23	4/10/2008-4/24/2008	April	25	May	9
May	1	May	7	4/25/2008-5/8/2008	May	9	May	23
May	15	May	21	5/9/2008-5/22/2008	May	23	June	10
***		June	6	5/23/2008-6/9/2008	June	10	June	25
***		June	23	6/10/2008-6/24/2008	June	25	July	10

Employees' checks may be delayed if pink sheets are not submitted to Human Resources by 4:00 p.m. on the day indicated above. In the plastic envelope all employee time sheets must follow the pink sheet and be in the same order as the employees names are reflected on the pink sheet.

Time Sheets must be computed, reviewed for accuracy, signed, and dated by the supervisor. Please include the supervisor's name and telephone number. Remember to check for Holidays. **All those signing the time sheet are certifying that the employee worked the hours reflected on the time sheet.**

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

Do not send employment contracts in the plastic envelope with the pink sheets. Employment contracts need to be sent in a separate envelope and must be received in Human Resources by the due date on Christina's Brown's calendar in order for the employee to be paid on the designated pay day.

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 Cheryl Perry at 651-7462.

*** When Christina Brown sends out her next Budget Calendar, I will add these dates.