

Hourly Pink Sheet & Time Sheet Schedule July to December 2008

Employment Contracts due to Budget Services		Employment Contracts due to Human Resources		Pink Sheets mail to Department		Pay Period (Department must included all hours worked during this dates in pink sheets)	Pink Sheets Due to Human Resources		PAYDAY	
		June	30	July	8	6/25/2008-7/9/2008	July	10	July	25
		July	15	July	23	7/10/2008-7/24/2008	July	25	August	8
		July	30	August	6	7/25/2008-8/7/2008	August	8	August	25
August	5	August	12	August	21	8/8/2008-8/22/2008	August	25	September	10
August	20	August	28	September	8	8/23/2008-9/9/2008	September	10	September	25
September	9	September	17	September	23	9/10/2008-9/24/2008	September	25	October	10
September	24	October	2	October	8	9/25/2008-10/9/2008	October	10	October	24
October	7	October	16	October	22	10/10/2008-10/23/2008	October	24	November	10
October	22	October	30	November	6	10/24/2008-11/7/2008	November	10	November	25
November	7	November	17	November	21	11/8/2008-11/24/2008	November	25	December	10
November	19	December	1	December	8	11/25/2008-12/9/2008	December	10	December	24
December	8	December	15	December	22	12/10/2008-12/23/2008	December By NOON	24	January	9

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 Budget Services 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.