

Hourly Pink Sheet & Time Sheet Schedule July to December 2007

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	
July	2	July	6	6/25/07 – 7/9/07	July	10	July	25
July	17	July	23	7/10/07 – 7/24/07	July	25	August	10
August	3	August	8	7/25/07 – 8/9/07	August	10	August	24
August	16	August	22	8/10/07 – 8/23/07	August	24	September	10
August	31	September	6	8/24/07 – 9/9/07	September	10	September	25
September	18	September	21	9/10/07 – 9/24/07	September	25	October	10
October	2	October	5	9/25/07 – 10/9/07	October	10	October	25
October	17	October	23	10/10/07 – 10/24/07	October	25	November	9
November	1	November	7	10/25/07 – 11/8/07	November	9	November	21
November	13	November	19	11/9/07 – 11/20/07	November	21	December	10
November	30	December	6	11/21/07 – 12/9/07	December	10	December	24
December	14	December	20	12/10/07 – 12/23/07	December	24	January	10

Please return all time sheets in name order after each pink sheet.

Employees' check may be delayed if pink sheets are not in Human Resources by 4:00 p.m. on day indicated.

Time Sheets must be computed, reviewed for accuracy, signed, and dated by the supervisor. Please include the supervisor's name and telephone number. **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.

Do not send employment documents in the plastic envelope with the pink sheets. Employment contracts need to be sent in a separate envelope and should be turned in by their due date on Christina's Brown calendar.

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.