

**Hourly Pink Sheet & Time Sheet Schedule
January – June 2006**

Pinks Sheet to Department		Pay Period (Department must included all hours worked during this dates in pink sheets)	Due to Human Resources		PAYDAY	
January	6	12/24-1/8	January	10	January	25
	23	1/9-1/23	January	25	February	10
February	8	1/24-2/8	February	10	February	24
	22	2/9-2/23	February	24	March	10
March	8	2/24-3/8	March	10	March	24
	22	3/9-3/23	March	24	April	10
April	6	3/24-4/8	April	10	April	25
	21	4/9-4/23	April	25	May	10
May	8	4/24-5/8	May	10	May	25
	23	5/9-5/23	May	25	June	9
June	7	5/24-6/8	June	9	June	23
	21	6/9-6/23	June	23	July	10

Pink Sheets returned to Human Resources: Please return all Pink Sheets and Time Sheets in sort order as listed on the 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.**

NOTE: The pink sheet should reflect all the hours worked during the pay period it is being processed.

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.