

# Hourly Pink Sheet & Time Sheet Schedule July – December 2005

**Pink Sheets will always be due on the 9<sup>th</sup> and 24<sup>th</sup> of each month**  
(unless it falls on a weekend, see below)

Pinks Sheet to Department		Pay Period (Department must included all hours worked during this dates in pink sheets)	Due to Human Resources		PAYDAY	
July	6	6/23-7/8	July	8	July	25
	21	7/9-7/23	July	25	August	10
August	8	7/24-8/8	August	10	August	25
	23	8/9-8/23	August	24	September	9
September	7	8/24-9/8	September	9	September	23
	21	9/9-9/23	September	23	October	10
October	6	9/24-10/8	October	10	October	25
	21	10/9-10/23	October	24	November	10
November	8	10/24-11/8	November	10	November	23
	21	11/9-11/23	November	23	December	9
December	7	11/24-12/8	December	9	December	23
	21	12/9-12/23	December	23	January 2006	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 12:00 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.

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

**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.