

RESEARCH FOUNDATION 2022 - 2023  
 HOURLY & NON - EXEMPT TIME SHEET SCHEDULE

**Time Sheets must be submitted Biweekly**

PAY PERIOD EFFECTIVE DATES		TIME SHEET DUE IN PAYROLL OFFICE	CHECK DATE HOURLY**	CHECK DATE SALARIED
12/30/23	01/12/24	01/17/24	01/26/24	01/12/24
01/13/24	01/26/24	01/31/24	02/09/24	01/26/24
01/27/24	02/09/24	02/14/24	02/23/24	02/09/24
02/10/24	02/23/24	02/28/24	03/08/24	02/23/24
02/24/24	03/08/24	03/13/24	03/22/24	03/08/24
03/09/24	03/22/24	03/27/24	04/05/24	03/22/24
03/23/24	04/05/24	04/10/24	04/19/24	04/05/24
04/06/24	04/19/24	04/24/24	05/03/24	04/19/24
04/20/24	05/03/24	05/08/24	05/17/24	05/03/24
05/04/24	05/17/24	05/22/24	05/31/24	05/17/24
05/18/24	05/31/24	06/05/24	06/14/24	05/31/24
06/01/24	06/14/24	06/19/24	06/28/24	06/14/24
06/15/24	06/28/24	07/03/24	07/12/24	06/28/24
06/29/24	07/12/24	07/17/24	07/26/24	07/12/24
07/13/24	07/26/24	07/31/24	08/09/24	07/26/24
07/27/24	08/09/24	08/14/24	08/23/24	08/09/24
08/10/24	08/23/24	08/28/24	09/06/24	08/23/24
08/24/24	09/06/24	09/11/24	09/20/24	09/06/24
09/07/24	09/20/24	09/25/24	10/04/24	09/20/24
09/21/24	10/04/24	10/09/24	10/18/24	10/04/24
10/05/24	10/18/24	10/23/24	11/01/24	10/18/24
10/19/24	11/01/24	11/06/24	11/15/24	11/01/24
11/02/24	11/15/24	<b>*11/19/24</b>	11/29/24	11/15/24
11/16/24	11/29/24	12/04/24	12/13/24	11/29/24
11/30/24	12/13/24	12/18/24	12/27/24	12/13/24
12/14/24	12/27/24	01/01/25	01/10/25	12/27/24

**\* please note these dates must be strongly adhered to because of early submission payment requirements by Research Central in Albany.**

\*\* Pay dates are for hourly employees but also include payments received by salaried employees for additional hours worked (for over-time, straight-time)