

RESEARCH FOUNDATION 2019 - 2020  
 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
12/21/2019	1/3/2020	1/8/2020	1/17/2020	1/3/2020
1/4/2020	1/17/2020	1/22/2020	1/31/2020	1/17/2020
1/18/2020	1/31/2020	2/5/2020	2/14/2020	1/31/2020
2/1/2020	2/14/2020	2/19/2020	2/28/2020	2/14/2020
2/15/2020	2/28/2020	3/4/2020	3/13/2020	2/28/2020
2/29/2020	3/13/2020	3/18/2020	3/27/2020	3/13/2020
3/14/2020	3/27/2020	4/1/2020	4/10/2020	3/27/2020
3/28/2020	4/10/2020	4/15/2020	4/24/2020	4/10/2020
4/11/2020	4/24/2020	4/29/2020	5/8/2020	4/24/2020
4/25/2020	5/8/2020	5/13/2020	5/22/2020	5/8/2020
5/9/2020	5/22/2020	5/27/2020	6/5/2020	5/22/2020
5/23/2020	6/5/2020	6/10/2020	6/19/2020	6/5/2020
6/6/2020	6/19/2020	6/24/2020	7/3/2020	6/19/2020
6/20/2020	7/3/2020	7/8/2020	7/17/2020	7/3/2020
7/4/2020	7/17/2020	7/22/2020	7/31/2020	7/17/2020
7/18/2020	7/31/2020	8/5/2020	8/14/2020	7/31/2020
8/1/2020	8/14/2020	8/19/2020	8/28/2020	8/14/2020
8/15/2020	8/28/2020	9/2/2020	9/11/2020	8/28/2020
8/29/2020	9/11/2020	9/16/2020	9/25/2020	9/11/2020
9/12/2020	9/25/2020	9/30/2020	10/9/2020	9/25/2020
9/26/2020	10/9/2020	10/14/2020	10/23/2020	10/9/2020
10/10/2020	10/23/2020	10/28/2020	11/6/2020	10/23/2020
10/24/2020	11/6/2020	11/11/2020	11/20/2020	11/6/2020
11/7/2020	11/20/2020	11/25/2020	12/4/2020	11/20/2020
11/21/2020	12/4/2020	12/9/2020	12/18/2020	12/4/2020
12/5/2020	12/18/2020	12/21/2020*	1/1/2021	12/18/2020

\* 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)