

RESEARCH FOUNDATION 2016-2017
 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
10/1/2016	10/14/2016	10/19/2016	10/28/2016	10/14/2016
10/15/2016	10/28/2016	*11/1/2016	11/10/2016	10/27/2016
10/29/2016	11/11/2016	*11/15/2016	11/25/2016	11/10/2016
11/12/2016	11/25/2016	11/30/2016	12/9/2016	11/25/2016
11/26/2016	12/9/2016	12/14/2016	12/23/2016	12/9/2016
12/10/2016	12/23/2016	*12/27/2016	1/6/2017	12/23/2016
12/24/2016	1/6/2017	*1/10/2017	1/20/2017	1/6/2017
1/7/2017	1/20/2017	1/25/2017	2/3/2017	1/20/2017
1/21/2017	2/3/2017	2/8/2017	2/17/2017	2/3/2017
2/4/2017	2/17/2017	2/22/2017	3/3/2017	2/17/2017
2/18/2017	3/3/2017	3/8/2017	3/17/2017	3/3/2017
3/4/2017	3/17/2017	3/22/2017	3/31/2017	3/17/2017
3/18/2017	3/31/2017	4/5/2017	4/14/2017	3/31/2017
4/1/2017	4/14/2017	4/19/2017	4/28/2017	4/14/2017
4/15/2017	4/28/2017	5/3/2017	5/12/2017	4/28/2017
4/29/2017	5/12/2017	5/17/2017	5/26/2017	5/12/2017
5/13/2017	5/26/2017	5/31/2017	6/9/2017	5/26/2017
5/27/2017	6/9/2017	6/14/2017	6/23/2017	6/9/2017
6/10/2017	6/23/2017	*6/27/2017	7/7/2017	6/23/2017
6/24/2017	7/7/2017	7/12/2017	7/21/2017	7/7/2017
7/8/2017	7/21/2017	7/26/2017	8/4/2017	7/21/2017
7/22/2017	8/4/2017	8/9/2017	8/18/2017	8/4/2017
8/5/2017	8/18/2017	8/23/2017	9/1/2017	8/18/2017
8/19/2017	9/1/2017	9/6/2017	9/15/2017	9/1/2017
9/2/2017	9/15/2017	9/20/2017	9/29/2017	9/15/2017
9/16/2017	9/29/2017	*10/3/2017	10/13/2017	9/29/2017
9/30/2017	10/13/2017	10/18/2017	10/27/2017	10/13/2017
10/14/2017	10/27/2017	*10/31/2017	11/10/2017	10/27/2017
10/28/2017	11/10/2017	*11/14/2017	11/24/2017	11/10/2017

* 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)