

RESEARCH FOUNDATION 2017-2018  
 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
10/28/2017	11/10/2017	<b>*11/14/2017</b>	11/24/2017	11/10/2017
11/11/2017	11/24/2017	11/29/2017	12/8/2017	11/24/2017
11/25/2017	12/8/2017	12/13/2017	12/22/2017	12/8/2017
12/9/2017	12/22/2017	<b>*12/26/2017</b>	1/5/2018	12/22/2017
12/23/2017	1/5/2018	1/10/2018	1/19/2018	1/5/2018
1/6/2018	1/19/2018	1/24/2018	2/2/2018	1/19/2018
1/20/2018	2/2/2018	2/7/2018	2/16/2018	2/2/2018
2/3/2018	2/16/2018	2/21/2018	3/2/2018	2/16/2018
2/17/2018	3/2/2018	3/7/2018	3/16/2018	3/2/2018
3/3/2018	3/16/2018	3/21/2018	3/30/2018	3/16/2018
3/17/2018	3/30/2018	4/4/2018	4/13/2018	3/30/2018
3/31/2018	4/13/2018	4/18/2018	4/27/2018	4/13/2018
4/14/2018	4/27/2018	5/2/2018	5/11/2018	4/27/2018
4/28/2018	5/11/2018	5/16/2018	5/25/2018	5/11/2018
5/12/2018	5/25/2018	5/30/2018	6/8/2018	5/25/2018
5/26/2018	6/8/2018	6/13/2018	6/22/2018	6/8/2018
6/9/2018	6/22/2018	<b>*6/26/2018</b>	7/6/2018	6/22/2018
6/23/2018	7/6/2018	7/11/2018	7/20/2018	7/6/2018
7/7/2018	7/20/2018	7/25/2018	8/3/2018	7/20/2018
7/21/2018	8/3/2018	8/8/2018	8/17/2018	8/3/2018
8/4/2018	8/17/2018	8/22/2018	8/31/2018	8/17/2018
8/18/2018	8/31/2018	9/5/2018	9/14/2018	8/31/2018
9/1/2018	9/14/2018	9/19/2018	9/28/2018	9/14/2018
9/15/2018	9/28/2018	10/3/2018	10/12/2018	9/28/2018
9/29/2018	10/12/2018	10/17/2018	10/26/2018	10/12/2018
10/13/2018	10/26/2018	10/31/2018	11/9/2018	10/26/2018
10/27/2018	11/9/2018	<b>*11/13/2018</b>	11/23/2018	11/9/2018
11/10/2018	11/23/2018	11/28/2018	12/7/2018	11/23/2018
11/24/2018	12/7/2018	12/12/2018	12/21/2018	12/7/2018

**\* 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)