

RESEARCH FOUNDATION 2018-2019  
HOURLY & NON - EXEMPT TIME SHEET SCHEDULE

**Time Sheets must be submitted Biweekly**

| PAY PERIOD<br>EFFECTIVE DATES |            | TIME SHEET DUE<br>IN PAYROLL OFFICE | CHECK DATE<br>HOURLY** | CHECK DATE<br>SALARIED |
|-------------------------------|------------|-------------------------------------|------------------------|------------------------|
| 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              |
| 12/8/2018                     | 12/21/2018 | <b>*12/24/2018</b>                  | 1/4/2019               | 12/21/2018             |
| 12/22/2018                    | 1/4/2019   | 1/9/2019                            | 1/18/2019              | 1/4/2019               |
| 1/5/2019                      | 1/18/2019  | 1/23/2019                           | 2/1/2019               | 1/18/2019              |
| 1/19/2019                     | 2/1/2019   | 2/6/2019                            | 2/15/2019              | 2/1/2019               |
| 2/2/2019                      | 2/15/2019  | 2/20/2019                           | 3/1/2019               | 2/15/2019              |
| 2/16/2019                     | 3/1/2019   | 3/6/2019                            | 3/15/2019              | 3/1/2019               |
| 3/2/2019                      | 3/15/2019  | 3/20/2019                           | 3/29/2019              | 3/15/2019              |
| 3/16/2019                     | 3/29/2019  | 4/3/2019                            | 4/12/2019              | 3/29/2019              |
| 3/30/2019                     | 4/12/2019  | 4/17/2019                           | 4/26/2019              | 4/12/2019              |
| 4/13/2019                     | 4/26/2019  | 5/1/2019                            | 5/10/2019              | 4/26/2019              |
| 4/27/2019                     | 5/10/2019  | 5/15/2019                           | 5/24/2019              | 5/10/2019              |
| 5/11/2019                     | 5/24/2019  | 5/29/2019                           | 6/7/2019               | 5/24/2019              |
| 5/25/2019                     | 6/7/2019   | 6/12/2019                           | 6/21/2019              | 6/7/2019               |
| 6/8/2019                      | 6/21/2019  | 6/26/2019                           | 7/5/2019               | 6/21/2019              |
| 6/22/2019                     | 7/5/2019   | 7/10/2019                           | 7/19/2019              | 7/5/2019               |
| 7/6/2019                      | 7/19/2019  | 7/24/2019                           | 8/2/2019               | 7/19/2019              |
| 7/20/2019                     | 8/2/2019   | 8/7/2019                            | 8/16/2019              | 8/2/2019               |
| 8/3/2019                      | 8/16/2019  | 8/21/2019                           | 8/30/2019              | 8/16/2019              |
| 8/17/2019                     | 8/30/2019  | 9/4/2019                            | 9/13/2019              | 8/30/2019              |
| 8/31/2019                     | 9/13/2019  | 9/18/2019                           | 9/27/2019              | 9/13/2019              |
| 9/14/2019                     | 9/27/2019  | 10/2/2019                           | 10/11/2019             | 9/27/2019              |
| 9/28/2019                     | 10/11/2019 | 10/16/2019                          | 10/25/2019             | 10/11/2019             |
| 10/12/2019                    | 10/25/2019 | 10/30/2019                          | 11/8/2019              | 10/25/2019             |
| 10/26/2019                    | 11/8/2019  | 11/13/2019                          | 11/22/2019             | 11/8/2019              |
| 11/9/2019                     | 11/22/2019 | 11/27/2019                          | 12/6/2019              | 11/22/2019             |
| 11/23/2019                    | 12/6/2019  | 12/11/2019                          | 12/20/2019             | 12/6/2019              |
| 12/7/2019                     | 12/20/2019 | <b>*12/23/2019</b>                  | 1/3/2020               | 12/20/2019             |

\* 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)