

RESEARCH FOUNDATION 2021 - 2022
 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
1/1/2022	1/14/2022	1/19/2022	1/28/2022	1/14/2022
1/15/2022	1/28/2022	2/2/2022	2/11/2022	1/28/2022
1/29/2022	2/11/2022	2/16/2022	2/25/2022	2/11/2022
2/12/2022	2/25/2022	3/2/2022	3/11/2022	2/25/2022
2/26/2022	3/11/2022	3/16/2022	3/25/2022	3/11/2022
3/12/2022	3/25/2022	3/30/2022	4/8/2022	3/25/2022
3/26/2022	4/8/2022	4/13/2022	4/22/2022	4/8/2022
4/9/2022	4/22/2022	4/27/2022	5/6/2022	4/22/2022
4/23/2022	5/6/2022	5/11/2022	5/20/2022	5/6/2022
5/7/2022	5/20/2022	5/25/2022	6/3/2022	5/20/2022
5/21/2022	6/3/2022	6/8/2022	6/17/2022	6/3/2022
6/4/2022	6/17/2022	6/22/2022	7/1/2022	6/17/2022
6/18/2022	7/1/2022	7/6/2022	7/15/2022	7/1/2022
7/2/2022	7/15/2022	7/20/2022	7/29/2022	7/15/2022
7/16/2022	7/29/2022	8/3/2022	8/12/2022	7/29/2022
7/30/2022	8/12/2022	8/17/2022	8/26/2022	8/12/2022
8/13/2022	8/26/2022	8/31/2022	9/9/2022	8/26/2022
8/27/2022	9/9/2022	9/14/2022	9/23/2022	9/9/2022
9/10/2022	9/23/2022	9/28/2022	10/7/2022	9/23/2022
9/24/2022	10/7/2022	10/12/2022	10/21/2022	10/7/2022
10/8/2022	10/21/2022	10/26/2022	11/4/2022	10/21/2022
10/22/2022	11/4/2022	11/9/2022	11/18/2022	11/4/2022
11/5/2022	11/18/2022	11/22/2022*	12/2/2022	11/18/2022
11/19/2022	12/2/2022	12/7/2022	12/16/2022	12/2/2022
12/3/2022	12/16/2022	12/21/2022	12/30/2022	12/16/2022
12/17/2022	12/30/2022	1/4/2023	1/13/2023	12/30/2022

* 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)