

Hourly Pink Sheet & Time Sheet Schedule

August to December 2009

Pink sheets must be **received** in Human Resources by **noon** on the due date below.

Employment Contracts due to Budget Services	Employment Contracts due in Human Resources	Pink Sheets mailed to Department	Pay Period (Department must included all hours worked during these dates in pink sheets)	Pink Sheets Due in Human Resources	PAYDAY
7/20/2009	7/27/2009	8/6/2009	7/24/2009 – 8/9/2009	8/10/2009	8/25/2009
8/7/2009	8/14/2009	8/21/2009	8/10/2009 – 8/24/2009	8/25/2009	9/10/2009
8/21/2009	8/28/2009	9/8/2009	8/25/2009 – 9/9/2009	9/10/2009	9/25/2009
9/4/2009	9/18/2009	9/23/2009	9/10/2009 – 9/24/2009	9/25/2009	10/9/2009
9/17/2009	10/1/2009	10/7/2009	9/25/2009 – 10/8/2009	10/9/2009	10/23/2009
10/6/2009	10/14/2009	10/21/2009	10/9/2009 – 10/22/2009	10/23/2009	11/10/2009
10/21/2009	11/2/2009	11/6/2009	10/23/2009 – 11/9/2009	11/10/2009	11/25/2009
11/9/2009	11/17/2009	11/23/2009	11/10/2009 – 11/24/2009	11/25/2009	12/10/2009
11/23/2009	12/1/2009	12/8/2009	11/25/2009 – 12/09/2009	12/10/2009	12/24/2009
12/7/2009	12/15/2009	12/22/2009	12/10/2009 – 12/22/2009	12/23/2009	1/8/2010

Employees' checks may be delayed if pink sheets are not **received** in Human Resources by **noon** on the day indicated above. In the plastic envelope all employee time sheets must follow the pink sheet and be in the same order as the employees names are reflected on the pink sheet.

Time Sheets must be computed, reviewed for accuracy, signed, and dated by the supervisor. Please include the supervisor's name and telephone number. Remember to check for Holidays. **All those signing the time sheet are certifying that the employee worked the hours reflected on the time sheet.**

NOTE: The pink sheet should reflect all the hours worked during the pay period being processed based on the Pink Sheet Schedule.

Do not send employment contracts in the plastic envelope with the pink sheets. Employment contracts need to be sent in a separate envelope and must be received in Human Resources by the due date on Budget Services calendar in order for the employee to be paid on the designated pay day.

REMINDER: **ALL INFORMATION RECORDED ON THE PINK SHEETS MUST BE TYPED, TO INCLUDE THE NUMBER OF HOURS AND ALL INFORMATION ADDED TO THE (A) PAGE.**

For questions call Cheryl Perry at 651-7462.