

**Pay Periods:**

The **1<sup>st</sup>** of the month through the **15<sup>th</sup>** of the month (paid on the 28th of the month)

The **16<sup>th</sup>** of the month through the **end** of the month (paid on the 13th of the next month)

Approved time sheets are due in payroll three (3) working days following each pay period.  
In case you forget, this is printed on the bottom of the time sheet under **PAY PERIOD**.