

**2015 BI-WEEKLY PAY PERIOD SCHEDULE
FOR ALL EMPLOYEES**

Pay Number	Pay Period Start Date	Pay Period End Date	Flex Weeks	Pay Date	Timesheets due in Payroll by NOON on Wednesday:	** Note ** Exceptions
1	Dec 21 2014	Jan 03 2015	3\4	Jan 09	Dec 30	**Tuesday
2	Jan 04	Jan 17	1\2	Jan 23	Jan 14	
3	Jan 18	Jan 31	3\4	Feb 06	Jan 28	
4	Feb 01	Feb 14	1\2	Feb 20	Feb 11	
5	Feb 15	Feb 28	3\4	Mar 06	Feb 25	
6	Mar 01	Mar 14	1\2	Mar 20	Mar 11	
7	Mar 15	Mar 28	3\4	Apr 02	Mar 24	**Tuesday
8	Mar 29	Apr 11	1\2	Apr 17	Apr 08	
9	Apr 12	Apr 25	3\4	May 01	Apr 22	
10	Apr 26	May 09	1\2	May 15	May 06	
11	May 10	May 23	3\4	May 29	May 20	
12	May 24	Jun 06	1\2	Jun 12	Jun 03	
13	Jun 07	Jun 20	3\4	Jun 26	Jun 17	
14	Jun 21	Jul 04	1\2	Jul 10	Jun 30	**Tuesday
15	Jul 05	Jul 18	3\4	Jul 24	Jul 15	
16	Jul 19	Aug 01	1\2	Aug 07	Jul 28	** Tuesday
17	Aug 02	Aug 15	3\4	Aug 21	Aug 12	
18	Aug 16	Aug 29	1\2	Sep 04	Aug 26	
19	Aug 30	Sep 12	3\4	Sep 18	Sep 09	
20	Sep 13	Sep 26	1\2	Oct 02	Sep 23	
21	Sep 27	Oct 10	3\4	Oct 16	Oct 06	** Tuesday
22	Oct 11	Oct 24	1\2	Oct 30	Oct 21	
23	Oct 25	Nov 07	3\4	Nov 13	Nov 03	** Tuesday
24	Nov 08	Nov 21	1\2	Nov 27	Nov 18	
25	Nov 22	Dec 05	3\4	Dec 11	Dec 02	
26	Dec 06	Dec 19	1\2	Dec 24	Dec 11	** Friday

Timesheets must be prepared, approved and **RECEIVED** by Payroll Services
NO LATER THAN THE DUE DATES SHOWN ABOVE.

PAYROLL FAX # 599-3141

Signed timesheets may be faxed to Payroll. If you fax your timesheet, please **do not** send the original to Payroll, unless it has been revised or the faxed copy was not signed.

Late timesheets will be processed for payment in the NEXT pay period (i.e. 2 weeks later).

**** Statutory Holidays fall during the weeks when these payrolls are being processed****
You will be reminded to send timesheets in early.

Direct Deposit of your pay to your bank account is mandatory for all employees.
Direct deposit forms must arrive in Payroll 1 week before payday to allow for processing.