

Work Days	Payroll Submittal Date	Pay Date
12/21/15 - 1/3/15	1/5/2015	1/9/2015
1/4/15 - 1/17/15	1/19/2015	1/23/2015
1/18/15 - 1/31/15	2/2/2015	2/6/2015
2/1/15 - 2/14/15	2/16/2015	2/20/2015
2/15/2015 - 2/28/15	3/2/2015	3/6/2015
3/1/15 - 3/14/15	3/16/2015	3/20/2015
3/15/15 - 3/28/15	3/30/2015	4/3/2015
3/29/15 - 4/11/15	4/13/2015	4/17/2015
4/12/15 - 4/25/2015	4/27/2015	5/1/2015
4/26/15 - 5/9/15	5/11/2015	5/15/2015
5/10/15 - 5/23/15	5/25/2015	5/29/2015
5/24/15 - 6/6/15	6/8/2015	6/12/2015
6/7/15 - 6/20/15	6/22/2015	6/26/2015
6/21/15 - 7/4/15	7/6/2015	7/10/2015
7/5/15 - 7/18/15	7/20/2015	7/24/2015
7/19/15 - 8/1/15	8/3/2015	8/7/2015
8/2/15 - 8/15/15	8/17/2015	8/21/2015
8/16/15 - 8/29/15	8/31/2015	9/4/2015
8/30/2015 - 9/12/15	9/14/2015	9/18/2015
9/13/15 - 9/26/15	9/28/2015	10/2/2015
9/27/15 - 10/10/15	10/12/2013	10/16/2015
10/11/15 - 10/24/15	10/26/2015	10/30/2015
10/25/15 - 11/7/15	11/9/2015	11/14/2015
11/8/15 - 11/21/15	11/22/2015	11/27/2015
11/22/15 - 12/5/15	12/7/2015	12/11/2015
12/6/15 - 12/19/15	12/21/2015	12/25/2015

Notes:

Time must be entered into time keeping system by 12:00 noon EST on the payroll submittal date.

Overtime MUST be pre-approved by your manager.