

**DATE:** February 5<sup>TH</sup>, 2007

**TO:** Vice President, Deans, Chairs, Unit Heads, and Secretaries

**FROM:** Reinalda Medina, Director of Human Resources

**SUBJECT:** Below are the timesheet submission dates for all Part Timers. This includes College Assistants, Student Aides, Non-Teaching Adjuncts and CEP Teachers. Please note that if you are unable to submit your timesheet in a timely manner, you will be paid on the next scheduled payroll.

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**Due to the rigid time and scheduling requirements involved in the processing of State Payroll there can be no deviation from the dates indicated below. The first column is the date your time sheets are due in Human Resources. The next column is the actual date you are getting paid and the last column is the date range that your timesheet should cover.**

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TIME SHEETS DUE IN OHR BY NOON ON:	PAYROLL PERIOD #	FOR THE PAYROLL TO BE ISSUED ON:	PAYROLL PERIOD COVERED
February 21, 2007	25	March 15, 2007	February 8 <sup>th</sup> – February 21 <sup>st</sup>
March 7, 2007	26	March 29, 2007	February 22 <sup>nd</sup> – March 7 <sup>th</sup>
March 21, 2007	1	April 12, 2007	March 8 <sup>th</sup> – March 21 <sup>st</sup>
April 4, 2007	2	April 26, 2007	March 22 <sup>nd</sup> – April 4 <sup>th</sup>
April 18, 2007	3	May 10, 2007	April 5 <sup>th</sup> – April 18 <sup>th</sup>
May 2, 2007	4	May 24, 2007	April 19 <sup>th</sup> – May 2 <sup>nd</sup>
May 16, 2007	5	June 7, 2007	May 3 <sup>rd</sup> – May 16 <sup>th</sup>
May 30, 2007	6	June 21, 2007	May 17 <sup>th</sup> – May 30 <sup>th</sup>
June 13, 2007	7	July 5, 2007	May 31 <sup>st</sup> – June 13 <sup>th</sup>
June 27, 2007	8	July 19, 2007	June 14 <sup>th</sup> – June 27 <sup>th</sup>
*July 11, 2007	9	August 2, 2007	**June 28 <sup>th</sup> – July 11 <sup>th</sup>
July 25, 2007	10	August 16, 2007	July 12 <sup>th</sup> – July 25 <sup>th</sup>
August 8, 2007	11	August 30, 2007	July 26 <sup>th</sup> – August 8 <sup>th</sup>
August 22, 2007	12	September 13, 2007	August 9 <sup>th</sup> – August 22 <sup>nd</sup>
September 5, 2007	13	September 27, 2007	August 23 <sup>rd</sup> – September 5 <sup>th</sup>
September 19, 2007	14	October 11, 2007	September 6 <sup>th</sup> – September 19 <sup>th</sup>
October 3, 2007	15	October 25, 2007	September 20 <sup>th</sup> – October 3 <sup>rd</sup>
October 17, 2007	16	November 8, 2007	October 4 <sup>th</sup> – October 17 <sup>th</sup>
October 31, 2007	17	*November 21, 2007 (H)	October 18 <sup>th</sup> – October 31 <sup>st</sup>
November 14, 2007	18	December 6, 2007	November 1 <sup>st</sup> – November 14 <sup>th</sup>
November 28, 2007	19	December 20, 2007	November 15 <sup>th</sup> – November 28 <sup>th</sup>
*December 11, 2007	20	January 3, 2008	November 29 <sup>th</sup> – December 12 <sup>th</sup>
*December 21, 2007	21	January 17, 2008	December 13 <sup>th</sup> – December 26 <sup>th</sup>
January 9, 2008	22	January 31, 2008	December 27 <sup>th</sup> – January 9 <sup>th</sup>
January 23, 2008	23	February 14, 2008	January 10 <sup>th</sup> – January 23 <sup>rd</sup>
February 6, 2008	24	February 28, 2008	January 24 <sup>th</sup> – February 6 <sup>th</sup>

\* THE REQUEST FOR AN EARLY SUBMISSION DATE IS DUE EITHER TO A HOLIDAY THAT FALLS WITHIN THE PERIOD OR A MANDATE FROM ALBANY.

PLEASE NOTE \*\* SUBMIT TWO TIME SHEETS FOR PAY PERIOD #9;

THE 1<sup>ST</sup> TIME SHEET DATED 6/28/07 – 6/30/07 & THE 2<sup>ND</sup> TIME SHEET DATED 7/1/07 – 7/11/07