

**TIME SHEETS ARE DUE BEFORE 3PM ON FRIDAY OR BEFORE 3PM ON THE THURSDAY
WHEN A HOLIDAY FALLS ON THE MONDAY**

HOURLY EMPLOYEES

<u>DUE DATE FOR WEEKLY SUBMISSION OF HOURLY TIMESHEET</u>	<u>PAY DATES</u>
JANUARY 3 RD , 2025	JANUARY 29 TH 2025
JANUARY 10 TH , 2025	JANUARY 29 TH 2025
JANUARY 17 TH , 2025	FEBRUARY 12 TH 2025
JANUARY 24 TH , 2025	FEBRUARY 12 TH 2025
JANUARY 31 ST , 2025	FEBRUARY 26 TH 2025
FEBRUARY 7 TH , 2025	FEBRUARY 26 TH 2025
FEBRUARY 14 TH 2025	MARCH 12 TH 2025
FEBRUARY 21 ST 2025	MARCH 12 TH 2025
FEBRUARY 28 TH 2025	MARCH 26 TH 2025
MARCH 7 TH 2025	MARCH 26 TH 2025
MARCH 14 TH 2025	APRIL 9 TH 2025
MARCH 21 ST 2025	APRIL 9 TH 2025
MARCH 28 TH 2025	APRIL 23 RD 2025
APRIL 4 TH 2025	APRIL 23 RD 2025
APRIL 11 TH 2025	MAY 7 TH 2025
APRIL 18 TH 2025	MAY 7 TH 2025
APRIL 25 TH 2025	MAY 21 ST 2025
MAY 2 ND 2025	MAY 21 ST 2025
MAY 9 TH 2025	JUNE 4 TH 2025

*** Please note that the due dates indicate every Friday to submit time sheets and pay dates indicate when you will receive a paycheck.**