

**Central Payroll has advanced the following payrolls:**

**Contractual Payroll Schedule (6x9 manual timecards) Due dates subject to change**

	<b>PAY PERIOD</b>	<b>DUE DATE</b>
Pay Period #24	05/07/14 – 05/20/14	Thursday, May 15, 2014
Pay Period #1	06/18/14 – 07/01/14	Thursday, June 26, 2014
Pay Period #5	08/13/14 - 08/26/14	Thursday, August 21, 2014
Pay Period #8	09/24/14- 10/07/14	Thursday, October 2, 2014
Pay Period #10	10/22/14 – 11/04/14	Thursday, October 30, 2014
Pay Period #11	11/05/14 - 11/18/14	Thursday, November 13, 2014
Pay Period #13	12/03/14 – 12/16/14	Thursday, December 11, 2014
Pay Period #14	12/17/14 – 12/30/14	Tuesday, December 23, 2014
Pay Period #15	12/31/14 – 01/13/15	Thursday, January 8, 2015
Pay Period #17	01/28/15 – 02/10/15	Thursday, February 5, 2015
Pay Period #24	05/06/15 – 05/19/15	Thursday, May 14, 2015

**Regular Payroll Schedule (Pre-printed timesheets) Due dates subject to change**

Pay Period #25	05/14/14 – 05/27/14**	
Pay Period #1	06/11/14 – 06/24/14	Wednesday, June 18, 2014
Pay Period #2	06/25/14 – 07/08/14**	
Pay Period #6	08/20/14 – 09/02/14**	
Pay Period #10	10/15/14 – 10/28/14	Thursday, October 23, 2014
Pay Period #12	11/12/14 – 11/25/14	Wednesday, November 19, 2014
Pay Period #14	12/10/14 – 12/23/14	Tuesday, December 16, 2014
Pay Period #15	12/24/14 – 01/06/15	Tuesday, December 30, 2014

*Timecards are due to payroll by Noon and adherences to the deadlines are crucial in processing advanced payrolls in a timely manner. Your administrative official may require them earlier to comply with the Payroll deadlines.*

**\*\*Due to the holiday, please consider mailing your timesheets early to ensure they are in the payroll office in a timely manner for processing.**

**Reminder:**

- Note 'Assumed Performance' or 'AP' on those dates you must project working when turning in your timesheet.
- You cannot assume overtime or comp time earned on the AP noted days.
- If you have pre-scheduled leave, please indicate it on the timesheet. This would include administrative leave (58).
- AP and all other adjustment requests must be accompanied by a legible copy of the timesheet for the related pay period covered in the requested adjustment.
- Paid overtime must be pre-approved by your administrative official and noted on the Overtime Authorization Log.

**Premium Holiday Schedule:**

**Regular Employees paid Biweekly** - No deductions or subsidies will be taken for Health, Prescription and Dental Plans. Deductions will be taken for Term Life, AD&D, Flex Spending and Long Term Care.

Pay Period #08	09/17/14 – 09/30/14
Pay Period #09	10/01/14 – 10/14/14

**Health deductions will not be taken including Term Life, AD&D, Flex Spending and Long Term Care during the following pay periods:**

Pay Period #14 12/10/14 – 12/23/14      **and**      Pay Period #21 03/18/15 – 03/31/15

**Employees Paid Monthly:**

**Employees paid on a monthly basis will not have deductions or subsidies taken for Health, Prescription and Dental Plans during period ending October 31, 2014. Term Life, AD&D, Flex Spending and Long Term Care will be deducted.**