

## MISCELLANEOUS TIMESHEET SCHEDULE

<b>Pay Period Frame</b>
06/24 – 07/23
07/24 – 08/23
08/24 – 09/23
09/24 – 10/23
10/24 – 11/23
11/24 – 12/23
12/24 – 01/23
01/24 – 02/23
02/24 – 03/23
03/24 – 04/23
04/24 – 05/23
05/24 – 06/23

**\*Checks are ready for pickup at the District Office after 1:00 p.m unless otherwise notified**

- Timesheets are paid on the 10<sup>th</sup> of every month or the last business day before the 10th
- The Pay Period Frame are the dates that go on the front of the Timesheet
- Timesheets are due no later than 5:00 p.m. to the Payroll Office on the 24<sup>th</sup> of every month if the 24<sup>th</sup> falls on a weekend, timesheets will be due the next business day
- **LATE TIMESHEETS WILL BE PROCESSED ON THE NEXT AVAILABLE SUPPLEMENTAL**
- **INCOMPLETE/INCORRECT TIMESHEETS WILL BE PROCESSED ON THE NEXT AVAILABLE SUPPLEMENTAL ONCE THEY HAVE BEEN CORRECTED**

### CONVERTING TIME TABLE

05 minutes =	.08
10 minutes =	.17
15 minutes =	.25
20 minutes =	.33
25 minutes =	.42
30 minutes =	. 5
35 minutes =	.58
40 minutes =	.67
45 minutes =	.75
50 minutes =	.83
55 minutes =	.92

(Minutes are divided by 60)