

Research Foundation Hourly Pay Schedule

Pay Period	Payroll Period Dates		Time Sheets Due	Pay Date
26	12/2/2023	12/15/2023	12/20/2023	12/29/2023
1	12/16/2023	12/29/2023	1/3/2024	1/12/2024
2	12/30/2023	1/12/2024	1/17/2024	1/26/2024
3	1/13/2024	1/26/2024	1/31/2024	2/9/2024
4	1/27/2024	2/9/2024	2/14/2024	2/23/2024
5	2/10/2024	2/23/2024	2/28/2024	3/8/2024
6	2/24/2024	3/8/2024	3/13/2024	3/22/2024
7	3/9/2024	3/22/2024	3/27/2024	4/5/2024
8	3/23/2024	4/5/2024	4/10/2024	4/19/2024
9	4/6/2024	4/19/2024	4/24/2024	5/3/2024
10	4/20/2024	5/3/2024	5/8/2024	5/17/2024
11	5/4/2024	5/17/2024	5/22/2024	5/31/2024
12	5/18/2024	5/31/2024	6/5/2024	6/14/2024
13	6/1/2024	6/14/2024	6/19/2024	6/28/2024
14	6/15/2024	6/28/2024	7/3/2024	7/12/2024
15	6/29/2024	7/12/2024	7/17/2024	7/26/2024
16	7/13/2024	7/26/2024	7/31/2024	8/9/2024
17	7/27/2024	8/9/2024	8/14/2024	8/23/2024
18	8/10/2024	8/23/2024	8/28/2024	9/6/2024
19	8/24/2024	9/6/2024	9/11/2024	9/20/2024
20	9/7/2024	9/20/2024	9/25/2024	10/4/2024
21	9/21/2024	10/4/2024	10/9/2024	10/18/2024
22	10/5/2024	10/18/2024	10/23/2024	11/1/2024
23	10/19/2024	11/1/2024	11/6/2024	11/15/2024
24	11/2/2024	11/15/2024	11/20/2024	11/29/2024
25	11/16/2024	11/29/2024	12/4/2024	12/13/2024
26	11/30/2024	12/18/2024	12/23/2024	12/27/2024

Please Note:

Time sheets should be completed by the employee in regular two-week intervals and in accordance with the above pay period date ranges.

Employees: Please complete and submit your electronic time sheet to your supervisor for approval by the deadlines set in above schedule.

Supervisors: Please verify all hours for accuracy and approve electronic time sheets by the deadlines set in above schedule.

ALL TIME SHEETS ARE DUE ON OR BEFORE THE ABOVE TIME SHEET DUE DATES. PLEASE ADHERE TO THE DEADLINES TO AVOID A DELAY IN PAYMENT.