



**THE RESEARCH FOUNDATION PAYROLL DUE DATES FOR HOURLY PERSONNEL**

**2018-2019**

<b>PAYROLL PERIOD</b>	<b>HOURLY TIMESHEETS DUE IN PAYROLL</b>	<b>**HOURS TO BE PAID CAN BE RETROACTIVE WITHOUT JUSTIFICATION TO:</b>	<b>PAYCHECKS TO BE DISTRIBUTED:</b>
06/09-06/22/18	Thursday 06/28/18	04/14/18	07/06/18
06/23-07/06/18	Friday 07/13/18	04/28/18	07/20/18
07/07-07/20/18	Friday 07/27/18	05/12/18	08/03/18
07/21-08/03/18	Friday 08/10/18	05/26/18	08/17/18
08/04-08/17/18	Friday 08/24/18	06/09/18	08/31/18
08/18-08/31/18	Friday 09/07/18	06/23/18	09/14/18
09/01-09/14/18	Friday 09/21/18	07/07/18	09/28/18
09/15-09/28/18	Friday 10/05/18	07/21/18	10/12/18
09/29-10/12/18	Friday 10/19/18	08/04/18	10/26/18
10/13-10/26/18	Friday 11/02/18	08/18/18	11/09/18
10/27-11/09/18	Friday 11/16/18	09/01/18	11/23/18
11/10-11/23/18	Friday 11/30/18	09/15/18	12/07/18
11/24-12/07/18	Friday 12/14/18	09/29/18	12/21/18
12/08-12/21/18	Thursday 12/27/18	10/13/18	01/04/19
12/22-01/04/19	Friday 01/11/19	10/27/18	01/18/19
01/05-01/18/19	Friday 01/25/19	11/10/18	02/01/19
01/19-02/01/19	Friday 02/08/19	11/24/18	02/15/19
02/02-02/15/19	Friday 02/22/19	12/08/18	03/01/19
02/16-03/01/19	Friday 03/08/19	12/22/18	03/15/19
03/02-03/15/19	Friday 03/22/19	01/05/19	03/29/19
03/16-03/29/19	Friday 04/05/19	01/19/19	04/12/19
03/30-04/12/19	Friday 04/19/19	02/02/19	04/26/19
04/13-04/26/19	Friday 05/03/19	02/16/19	05/10/19
04/27-05/10/19	Friday 05/17/19	03/02/19	05/24/19
05/11-05/24/19	Friday 05/31/19	03/16/19	06/07/19
05/25-06/07/19	Friday 06/14/19	03/30/19	06/21/19

\*\*Appointments or salary increases which are effective prior to this date require a letter of explanation regarding the reasons for the late submission. These explanations should accompany the Assignment, Employee Change, Labor Distribution or Fellowship form so the appropriate approval may be obtained.