To: All Hourly Employees and Supervisors

From: Jeffrey Knapp, Associate Vice-President for Human Resources

and Risk Management

Debra Lee Polley, Comptroller

Date: October 29, 2012

Subject: 2013 Pay Schedule/Holiday Schedule

The holiday schedule for 2013 is included on the reverse side of this memo. The following is the 2013 biweekly pay schedule for HOURLY employees:

Time Sheet Due	Pay Period	Pay Date
December 28	December 17, 2012 – December 30, 2012	January 9
January 11	December 31, 2012 - January 13	January 23
January 28	January 14 – January 27	February 6
February 8	January 28 - February 10	February 20
February 25	February 11 – February 24	March 6
March 11	February 25 - March 10	March 20
March 21	March 11 – March 24	April 3
April 8	March 25 - April 7	April 17
April 22	April 8 – April 21	May 1
May 6	April 22 - May 5	May 15
May 17	May 6 – May 19	May 29
June 3	May 20 - June 2	June 12
June 17	June 3 – June 16	June 26
<u>June 28</u>	June 17 – June 30	July 10
July 15	July 1 - July 14	July 24
July 29	July 15 – July 28	August 7
August 12	July 29 - August 11	August 21
August 23	August 12 – August 25	September 4
September 9	August 26 - September 8	September 18
September 23	September 9 – September 22	October 2
October 4	September 23 - October 6	October 16
October 21	October 7 – October 20	October 30
November 1	October 21 - November 3	November 13
November 18	November 4 – November 17	November 27
December 2	November 18 - December 1	December 11
December 12	December 2 – December 15	December 23

NOTE: Time sheets are due by NOON to be processed for the next payday. The underlined dates above indicate that time sheets are due early. Timesheets submitted early should reflect estimates of time worked or benefit time to be taken. Adjustments to these estimates will be processed in the next pay period.

In months, which contain three paydays, medical and dental deductions will be withheld on the first two paydays. If you have any questions regarding this matter, please feel free to contact the Human Resources Department at ext. 5138.