To: All Hourly Employees and Supervisors

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

and Risk Management

Debra Lee Polley, Associate Vice President for Finance and Comptroller

Date: October 31, 2013

Subject: 2014 Pay Schedule/Holiday Schedule

The holiday schedule for 2014 is included on the reverse side of this memo. The following is the 2014 biweekly pay schedule for HOURLY employees:

Time Sheet Due	Pay Period	Pay Date
December 27	December 16, 2013 – December 29, 2013	January 8
January 10	December 30, 2013 - January 12	January 22
January 27	January 13 – January 26	February 5
February 7	January 27 - February 9	February 19
February 24	February 10 – February 23	March 5
March 10	February 24 - March 9	March 19
March 24	March 10 – March 23	April 2
April 7	March 24 - April 6	April 16
April 17	April 7 – April 20	April 30
May 5	April 21 - May 4	May 14
May 16	May 5 – May 18	May 28
June 2	May 19 - June 1	June 11
June 16	June 2 – June 15	June 25
<u>June 27</u>	June 16 – June 29	July 9
July 14	June 30 - July 13	July 23
July 28	July 14 – July 27	August 6
August 11	July 28 - August 10	August 20
August 22	August 11 – August 24	September 3
September 8	August 25 - September 7	September 17
September 22	September 8 – September 21	October 1
October 3	September 22 - October 5	October 15
October 20	October 6 – October 19	October 29
October 31	October 20 - November 2	November 12
November 17	November 3 – November 16	November 26
December 1	November 17 – November 30	December 10
December 11	December 1 – December 14	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.