

**TIME CARD SCHEDULE  
COLLEGE WORK PROGRAM**

Time sheets **MUST** be in the Business Office **no later than 9:00am on the date they are due.**

<b>DUE DATE</b>	<b>CHECK DATE</b>
September 1, 2016 Approval and payment for any hours worked in August	September 8, 2016
October 3, 2016 Approval and payment for any hours worked in September	October 7, 2016
November 1, 2016 Approval and payment for any hours worked in October	November 8, 2016
December 1, 2016 Approval and payment for any hours worked in November	December 8, 2016
January 2, 2017 Approval and payment for any hours worked in December	January 9, 2017
February 1, 2017 Approval and payment for any hours worked in January	February 8, 2017
March 1, 2017 Approval and payment for any hours worked in February	March 8, 2017
April 3, 2017 Approval and payment for any hours worked in March	April 7, 2017
May 1, 2017 Approval and payment for any hours worked in April	May 8, 2017
June 1, 2017 Approval and payment for any hours worked in May	June 8, 2017
July 3, 2017 Approval and payment for any hours worked in June	July 7, 2017
August 1, 2017 Approval and payment for any hours worked in July	August 8, 2017

In an effort to make the process easier for supervisors, the approval dates will be on a calendar month. Please use the first and last days of the month for the payroll summary report. Please print the report after all times have been edited and approved. Sign and date the report. **Please bring your report to the Business Office by 9:00 AM on the date due.**