

**COLORS:**

**END OF PAY PERIOD**

**TIMESHEETS DUE**

**PAY DAY**

**HOLIDAY**

**TIMESHEET SUBMISSION REMINDERS:**

- If you do not have any hours for the current pay period, send an email to us informing us that you will not be submitting hours for the pay period.
- When entering your hours, **DO NOT** change “Type” to **OVERRIDE**. This could result in your hours being voided in the system and therefore an error in payment to you.
- Before submitting your timesheet, please take the time to review that the hours you have entered are **complete and correct**. Make sure to check off the “complete” box before pressing submit so that your timesheet can be viewed and approved by us.
- After submission, print your timesheet as a PDF and send it to your principal investigators for approval, **making sure to CC Shannon Cruz and Yesenia Lopez**. We will be following up with your principal investigators for any missing timesheet approvals.
- **If you have any questions or run into any issues with your timesheet, reach out to us ahead of time so we can assist you in a timely submission.**

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30		
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7				1	2	3	4							1	1	2	3	4	5	6					1	2	3							1			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29				
														30														25	26	27	28	29	30	30	31								