

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MAY		11	12	13	14	15	16	17
				Non-Exempt Pay Period: 5/16/14 to 6/15/14 Payment Date: 6/30/14			Begin entering time in Workday	
	Non-Exempt (Hourly) Employee	18	19	20	21	22	23	24
	Supervisor		Supervisor approve previous week's hours by 5pm				Submit weekly hours by 5pm	
		25	26	27	28	29	30	31
			Memorial Day	Supervisor approve previous week's hours by 5pm			Submit weekly hours by 5pm	
		1	2	3	4	5	6	7
			Supervisor approve previous week's hours by 5pm				Submit weekly hours by 5pm	
		8	9	10	11	12	13	14
			Supervisor approve previous week's hours by 5pm				Submit weekly hours by 5pm	
JUNE		15	16	17	18	19	20	21
			Submit hours by 11:59pm	Supervisor approve hours by 11:59pm			(Next Pay Period) Submit weekly hours by 5pm	