

The timesheet for each pay period must be submitted according to deadline stated below.

Late timesheet submission will delay paycheck.

MONTH	HOLIDAYS	PERIOD COVERED	MAXIMUM NON-EXEMPT HOURS	TIMESHEETS DUE BY 2:00 PM	PAYDATE
January	01/01 01/17	01/01-01/15	80	01/18	01/26
		01/16-01/31	88	02/01	02/10
February		02/01-02/15	88	02/16	02/25
		02/16-02/28	72	03/01	03/10
March	03/31	03/01-03/15	88	03/16	03/25
		03/16-03/31	96	04/01	04/08
April		04/01-04/15	88	04/18	04/26
		04/16-04/30	80	05/02	05/10
May	05/30	05/01-05/15	80	05/16	05/26
		05/16-05/31	96	06/01	06/10
June		06/01-06/15	88	06/16	06/24
		06/16-06/30	88	07/01	07/08
July	07/04	07/01-07/15	88	07/18	07/26
		07/16-07/31	80	08/01	08/10
August		08/01-08/15	88	08/16	08/26
		08/16-08/31	96	09/01	09/09
September	09/05	09/01-09/15	88	09/16	09/26
		09/16-09/30	88	10/03	10/10
October		10/01-10/15	80	10/17	10/26
		10/16-10/31	88	11/01	11/10
November	11/11 11/24-11/25	11/01-11/15	88	11/16	11/23
		11/16-11/30	88	12/01	12/09
December	12/26-12/30	12/01-12/15	88	12/16	12/23
		12/16-12/31	88	01/02	01/10/23

Note: All new hire appointment forms and reappointments must be submitted and approved by HR prior to employee's start date. I-9's must be verified by HR within 3 days of their hire date.

For questions, please contact Tower Foundation Human Resources at (408) 924-1127 or towerhr@sjsu.edu