

PROFESSIONAL	PART TIME		TIME SHEET SCHEDULE		2022-2023	SCHOOL YEAR			
	(Time Sheets due in Payroll Office [E-507] Thursday @ 10:00 am)								
*Due Wednesdays by 3:00pm			** Pay day other than Friday		###Due early, college closed following week				
	*** 9/1 is the start of NEW FISCAL Year - UPDATE Recommendations								
From	To		DUE	PAY DATE	On Time Sheet				
THURSDAY	WEDNESDAY		DATE		Starting September 01				
8/25/2022	9/7/2022	***	9/8/2022	9/16/2022					
9/8/2022	9/21/2022		9/22/2022	9/30/2022	[1] Beginning of Period Starts at Zero				
9/22/2022	10/5/2022		10/6/2022	10/14/2022					
10/6/2022	10/19/2022		10/20/2022	10/28/2022	[2] Worked this Period should include ALL hours (including personal hours)				
10/20/2022	11/2/2022		11/3/2022	11/11/2022					
11/3/2022	11/16/2022	**	11/16/2022	11/23/2022	[3] End of Period Total from Beginning & Worked				
11/17/2022	11/30/2022		12/1/2022	12/9/2022					
12/1/2022	12/14/2022		12/15/2022	12/23/2022	[4] This total is carried over to the next time sheet beginning				
12/15/2022	12/28/2022	###	12/21/2022	1/6/2023					
12/29/2022	1/11/2023		1/12/2023	1/20/2023					
1/12/2023	1/25/2023		1/26/2023	2/3/2023	For every 80 hours worked add 4 personal hours only at				
1/26/2023	2/8/2023		2/9/2023	2/17/2023	80	hours			
2/9/2023	2/22/2023		2/23/2023	3/3/2023	160	hours			
2/23/2022	3/8/2023		3/9/2023	3/17/2023	240	hours			
3/9/2023	3/22/2023		3/23/2023	3/31/2023	320	hours			
3/23/2023	4/5/2023		4/6/2023	4/14/2023	400	hours			
4/6/2023	4/19/2023		4/20/2023	4/28/2023	480	hours			
4/20/2023	5/3/2023		5/4/2023	5/12/2023	560	hours			
5/4/2023	5/17/2023		5/18/2023	5/26/2023	640	hours			
5/18/2023	5/31/2023		6/1/2023	6/9/2023	720	hours			
6/1/2023	6/14/2023		6/15/2023	6/23/2023	800	hours			
6/15/2023	6/28/2023		6/29/2023	7/7/2023	880	hours			
6/29/2023	7/12/2023		7/13/2023	7/21/2023	960	hours			
7/13/2023	7/26/2023		7/27/2023	8/4/2023					
7/27/2023	8/9/2023		8/10/2023	8/18/2023					
8/10/2023	8/23/2023	***	8/24/2023	9/1/2023					