

BI-WEEKLY CASUAL PAYROLL 2018 - 2019

Timesheets are to be submitted to the Human Resources Office, Room 201 WCW by **2:00pm** on the date listed under **TIMESHEET DUE** below. These dates are subject to change especially during holiday periods. Please check regularly with the Human Resources Office for changes in the schedule.

Please follow the instructions on your timesheet and fill it out completely. Timesheets must be **signed** by both the **Employee** and the **Supervisor**. Incomplete timesheets will result in the delayed release of paychecks. If you are unable to submit your timesheet by the scheduled deadline, or if you have questions or concerns, please contact Larisha Ingles at: 212-854-7427, lingle@law.columbia.edu, or hr@law.columbia.edu.

TIMESHEET			
WK#	PERIOD COVERED	DUE	PAY DAY
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1	06/25/18 - 07/08/18	07/06/18	07/13/18
2	07/09/18 - 07/22/18	07/20/18	07/27/18
3	07/23/18 - 08/05/18	08/03/18	08/10/18
4	08/06/18 - 08/19/18	08/17/18	08/24/18
*5	08/20/18 - 09/02/18	Noon 08/30/18	09/07/18
6	09/03/18 - 09/16/18	09/14/18	09/21/18
7	09/17/18 - 09/30/18	09/28/18	10/05/18
8	10/01/18 - 10/14/18	10/12/18	10/19/18
9	10/15/18 - 10/28/18	10/26/18	11/02/18
10	10/29/18 - 11/11/18	11/09/18	11/16/18
11	11/12/18 - 11/25/18	Noon 11/21/2018	11/30/18
12	11/26/18 - 12/09/18	12/07/18	12/14/18
*13	12/10/18 - 12/23/18	Noon 12/19/2018	12/28/18
14	12/24/18 - 01/06/19	01/04/19	01/11/19
15	01/07/19 - 01/20/19	01/18/19	01/25/19
16	01/21/19 - 02/03/19	02/01/19	02/08/19
17	02/04/19 - 02/17/19	02/15/19	02/22/19
18	02/18/19 - 03/03/19	03/01/19	03/08/19
19	03/04/19 - 03/17/19	03/15/19	03/22/19
20	03/18/19 - 03/31/19	03/29/19	04/05/19
21	04/01/19 - 04/14/19	04/12/19	04/19/19
22	04/15/19 - 04/28/19	04/26/19	05/03/19
23	04/29/19 - 05/12/19	05/10/19	05/17/19
*24	05/13/19 - 05/26/19	Noon 05/23/19	05/31/19
25	05/27/19 - 06/09/19	06/07/19	06/14/19
26	06/10/19 - 06/23/19	06/21/19	06/28/19

*** Designates Early Payroll**