

MEMORANDUM

DATE: December 9, 2011
TO: All Non-Exempt Employees
FROM: Andy Cooley, Payroll Manager
SUBJECT: 2012 Bi-Weekly Payroll/Attendance Report

Attached to the reverse side of this memo is a schedule that shows 2012 reporting dates for remittance of time sheets for non-exempt employees. Each day that you are designated to work should be filled in with the total hours to be paid and the absentee coding where appropriate. You can use the explanation box on the form for more detailed information regarding your payroll or attendance information.

Your time sheet is to be received by the Human Resources Office, Box 4, Bentley Hall, no later than 4:00 pm on the "Due Date" unless otherwise noted in a separate notice. (Please note that NO payroll will be processed if received later than 4:00 pm on the due date but will be processed with the next biweekly payroll). **Also note that there are four times when time sheets are due prior to the end of a pay period because of holidays: those dates are bolded on the attached payroll schedule.** For those periods, it will be necessary to estimate the hours you will be working until the end of the pay period, and any adjustments, if needed, will be made on the next scheduled pay date.

Thank you for your cooperation in this important matter.

**ALLEGHENY COLLEGE BIWEEKLY
PAYROLL SCHEDULE FOR 2012**

Week Day	Time Sheet Due Date**	BiWeekly Pay Period	2012 Pay Date
TUESDAY	DEC 20	DEC 11 TO DEC 24	DEC 30
FRIDAY	JAN 6	DEC 25 TO JAN 7	JAN 13
FRIDAY	JAN 20	JAN 8 TO JAN 21	JAN 27
FRIDAY	FEB 3	JAN 22 TO FEB 4	FEB 10
FRIDAY	FEB 17	FEB 5 TO FEB 18	FEB 24
FRIDAY	MAR 2	FEB 19 TO MAR 3	MAR 9
FRIDAY	MAR 16	MAR 4 TO MAR 17	MAR 23
FRIDAY	MAR 30	MAR 18 TO MAR 31	APR 6
FRIDAY	APR 13	APR 1 TO APR 14	APR 20
FRIDAY	APR 27	APR 15 TO APR 28	MAY 4
FRIDAY	MAY 11	APR 29 TO MAY 12	MAY 18
THURSDAY	MAY 24	MAY 13 TO MAY 26	JUNE 1
FRIDAY	JUNE 8	MAY 27 TO JUNE 9	JUNE 15
FRIDAY	JUNE 22	JUNE 10 TO JUNE 23	JUNE 29
FRIDAY	JULY 6	JUNE 24 TO JULY 7	JULY 13
FRIDAY	JULY 20	JULY 8 TO JULY 21	JULY 27
FRIDAY	AUG 3	JULY 22 TO AUG 4	AUG 10
FRIDAY	AUG 17	AUG 5 TO AUG 18	AUG 24
THURSDAY	AUG 30	AUG 19 TO SEPT 1	SEPT 7
FRIDAY	SEPT 14	SEPT 2 TO SEPT 15	SEPT 21
FRIDAY	SEPT 28	SEPT 16 TO SEPT 29	OCT 5
FRIDAY	OCT 12	SEPT 30 TO OCT 13	OCT 19
FRIDAY	OCT 26	OCT 14 TO OCT 27	NOV 2
FRIDAY	NOV 9	OCT 28 TO NOV 10	NOV 16
WEDNESDAY	NOV 21	NOV 11 TO NOV 24	NOV 30
FRIDAY	DEC 7	NOV 25 TO DEC 8	DEC 14
TUESDAY	DEC 18	DEC 9 TO DEC 22	DEC 28

**timesheets are due by 4:00pm on the "Due Date"