

PALATINE PARK DISTRICT

EMPLOYEE TIMESHEET SCHEDULE

January - December 2012

Timesheets must be given to your supervisor by Friday at noon, unless otherwise directed by your supervisor. Your employee number must be on your timesheet. Paychecks may be picked-up at Community Center, 250 E Wood Street on Friday, unless otherwise stated on this schedule, and will be released only to the payee. Paychecks not picked-up by Monday at noon will be mailed.

<u>PAY PERIOD</u>	<u>TIMESHEETS DUE</u>	<u>CHECK PICK-UP</u>
Dec 26 - Jan 8	Jan 6	Jan 13
Jan 9 - Jan 22	Jan 20	Jan 27
Jan 23 - Feb 5	Feb 3	Feb 10
Feb 6 - Feb 19	Feb 17	Feb 24
Feb 20 - Mar 4	Mar 2	Mar 9
Mar 5 - Mar 18	Mar 16	Mar 23
Mar 19 - Apr 1	Mar 30	Apr 6
Apr 2 - Apr 15	Apr 13	Apr 20
Apr 16 - Apr 29	Apr 27	May 4
Apr 30 - May 13	May 11	May 18
May 14 - May 27	May 25	Jun 1
May 28 - Jun 10	Jun 8	Jun 15
Jun 11 - Jun 24	Jun 22	Jun 29
Jun 25 - Jul 8	Jul 6	Jul 13
Jul 9 - Jul 22	Jul 20	Jul 27
Jul 23 - Aug 5	Aug 3	Aug 10
Aug 6 - Aug 19	Aug 17	Aug 24
Aug 20 - Sep 2	Aug 31	Sep 7
Sep 3 - Sep 16	Sep 14	Sep 21
Sep 17 - Sep 30	Sep 28	Oct 5
Oct 1 - Oct 14	Oct 12	Oct 19
Oct 15 - Oct 28	Oct 26	Nov 2
Oct 29 - Nov 11	Nov 9	Nov 16
Nov 12 - Nov 25	Nov 23	Nov 30
Nov 26 - Dec 9	Dec 7	Dec 14
Dec 10 - Dec 23	Dec 21	Dec 28

