

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	TIMESHEETS DUE BY 2:00 PM	PAYDATE
January	01/01 01/15	01/01-01/15	88	01/16	01/26
		01/16-01/31	96	02/01	02/09
February		02/01-02/15	88	02/16	02/26
		02/16-02/29	80	03/01	03/08
March		03/01-03/15	88	03/18	03/26
		03/16-03/31	80	04/01	04/10
April	04/01	04/01-04/15	80	04/16	04/26
		04/16-04/30	88	05/01	05/10
May	05/27	05/01-05/15	88	05/16	05/24
		05/16-05/31	96	06/03	06/10
June	06/19	06/01-06/15	80	06/17	06/26
		06/16-06/30	80	07/01	07/10
July	07/04	07/01-07/15	80	07/16	07/26
		07/16-07/31	96	08/01	08/09
August		08/01-08/15	88	08/16	08/26
		08/16-08/31	88	09/02	09/10
September	09/02	09/01-09/15	80	09/16	09/26
		09/16-09/30	88	10/01	10/10
October		10/01-10/15	88	10/16	10/25
		10/16-10/31	96	11/01	11/08
November	11/11 11/28-11/29	11/01-11/15	88	11/18	11/26
		11/16-11/30	80	12/02	12/10
December	12/25-12/31	12/01-12/15	80	12/16	12/24
		12/16-12/31	96	01/02	01/10/25

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