LEHMAN COLLEGE

PAYROLL & HUMAN RESOURCES

HOURLY & EXCEPTIONAL EMPLOYEES CUTOFF SCHEDULE 2016

CLASSIFICATION	PR TYPE	CHECK DATE	PERIOD COVER			HUMAN RESOURCES DEADLINE	PAYROLL DEADLINE	PERIOD NUMBER
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*February 4, 2016*	12/27/15	-	01/09/16	January 11, 2016	January 14, 2016	**22**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*February 18, 2016*	01/10/16	-	01/23/16	January 25, 2016	January 28, 2016	**23**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*March 3, 2016*	01/24/16	-	02/06/16	February 8, 2016	February 11, 2016	**24**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*March 17, 2016*	02/07/16	-	02/20/16	February 22, 2016	February 25, 2016	**25**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*March 31, 2016*	02/21/16	-	03/05/16	March 7, 2016	March 10, 2016	**26**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*April 14, 2016*	03/06/16	-	03/19/16	March 21, 2016	March 24, 2016	**1**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*April 28, 2016*	03/20/16	-	04/02/16	April 4, 2016	April 7, 2016	**2**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*May 12, 2016*	04/03/16	-	04/16/16	April 18, 2016	April 21, 2016	**3**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*May 26, 2016*	04/17/16	-	04/30/16	May 2, 2016	May 5, 2016	**4**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*June 9, 2016*	05/01/16	-	05/14/16	May 16, 2016	May 19, 2016	**5**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*June 23, 2016*	05/15/16	-	05/28/16	May 30, 2016	June 2, 2016	**6**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*July 7, 2016*	05/29/16	-	06/11/16	June 13, 2016	June 16, 2016	**7**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*July 21, 2016*	06/12/16	-	06/25/16	June 27, 2016	June 30, 2016	**8**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*August 4, 2016*	06/26/16	-	07/09/16	July 11, 2016	July 14, 2016	**9**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*August 18, 2016*	07/10/16	-	07/23/16	July 25, 2016	July 28, 2016	**10**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*September 1, 2016*	07/24/16	-	08/06/16	August 8, 2016	August 11, 2016	**11**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*September 15, 2016*	08/07/16	-	08/20/16	August 22, 2016	August 25, 2016	**12**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*September 29, 2016*	08/21/16	-	09/03/16	September 5, 2016	September 8, 2016	**13**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*October 13, 2016*	09/04/16	-	09/17/16	September 19, 2016	September 22, 2016	**14**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*October 27, 2016*	09/18/16	-	10/01/16	October 3, 2016	October 6, 2016	**15**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*November 10, 2016*	10/02/16	-	10/15/16	October 17, 2016	October 20, 2016	**16**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*November 24, 2016*	10/16/16	-	10/29/16	October 31, 2016	November 3, 2016	**17**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*December 8, 2016*	10/30/16	-	11/12/16	November 14, 2016	November 17, 2016	**18**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*December 22, 2016*	11/13/16	-	11/26/16	November 28, 2016	December 1, 2016	**19**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*January 5, 2017*	11/27/16	-	12/10/16	December 12, 2016	December 15, 2016	**20**
Hourly Employees Blue Collar/OT/Shift/Holiday	Lag	*January 19, 2017*	12/11/16	-	12/24/16	December 26, 2016	December 29, 2016	**21**

Timesheets must be submitted to the Human Resources Office on the Monday following the end of the pay period.
(Early time sheet submission due to holiday)