

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	01/02 01/16	01/01-01/15	80	01/16	01/26
		01/16-01/31	96	02/01	02/10
February		02/01-02/15	88	02/16	02/24
		02/16-02/28	72	03/01	03/10
March	03/31	03/01-03/15	88	03/16	03/24
		03/16-03/31	96	04/03	04/10
April		04/01-04/15	80	04/17	04/26
		04/16-04/30	80	05/01	05/10
May	05/29	05/01-05/15	88	05/16	05/26
		05/16-05/31	96	06/01	06/09
June		06/01-06/15	88	06/16	06/26
		06/16-06/30	88	07/03	07/10
July	07/04	07/01-07/15	80	07/17	07/26
		07/16-07/31	88	08/01	08/10
August		08/01-08/15	88	08/16	08/25
		08/16-08/31	96	09/01	09/08
September	09/08	09/01-09/15	88	09/18	09/26
		09/16-09/30	80	10/02	10/10
October		10/01-10/15	80	10/16	10/26
		10/16-10/31	96	11/01	11/09
November	11/10 11/23-11/24	11/01-11/15	88	11/16	11/24
		11/16-11/30	88	12/01	12/08
December	12/25-12/29	12/01-12/15	88	12/18	12/22
		12/16-12/31	80	01/02	01/10/24

**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