

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 12:00 PM	PAYDATE
January	01/01 01/20	01/01-01/15	88	01/16	01/24
		01/16-01/31	96	02/03	02/10
February		02/01-02/15	80	02/17	02/26
		02/16-02/28	80	03/03	03/10
March	03/31	03/01-03/15	80	03/17	03/26
		03/16-03/31	88	04/01	04/10
April		04/01-04/15	88	04/16	04/25
		04/16-04/30	88	05/01	05/09
May	05/26	05/01-05/15	88	05/16	05/23
		05/16-05/31	88	06/03	06/10
June	06/19	06/01-06/15	80	06/16	06/26
		06/16-06/30	88	07/01	07/10
July	07/04	07/01-07/15	88	07/16	07/25
		07/16-07/31	96	08/01	08/08
August		08/01-08/15	88	08/18	08/26
		08/16-08/31	80	09/01	09/10
September	09/01	09/01-09/15	88	09/16	09/26
		09/16-09/30	88	10/01	10/10
October		10/01-10/15	88	10/16	10/24
		10/16-10/31	96	11/03	11/10
November	11/11 11/27-11/28	11/01-11/15	80	11/17	11/26
		11/16-11/30	80	12/01	12/10
December	12/25-12/31	12/01-12/15	88	12/16	12/24
		12/16-12/31	96	01/02	01/09/26

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