

NREL Hourly Employees  
Schedule of Payroll Dates

Pay Period	Pay Period	Last Day to	
Begin Date	End Date	Turn in	Pay Date
(Saturday)	(Friday)	Monday at NOON	
31-Dec-2011	13-Jan-2012	13-Jan-2012	27-Jan-2012
14-Jan-2012	27-Jan-2012	30-Jan-2012	10-Feb-2012
28-Jan-2012	10-Feb-2012	13-Feb-2012	24-Feb-2012
11-Feb-2012	24-Feb-2012	27-Feb-2012	9-Mar-2012
25-Feb-2012	9-Mar-2012	12-Mar-2012	23-Mar-2012
10-Mar-2012	23-Mar-2012	26-Mar-2012	6-Apr-2012
24-Mar-2012	6-Apr-2012	9-Apr-2012	20-Apr-2012
7-Apr-2012	20-Apr-2012	23-Apr-2012	4-May-2012
21-Apr-2012	4-May-2012	7-May-2012	18-May-2012
5-May-2012	18-May-2012	21-May-2012	1-Jun-2012
19-May-2012	1-Jun-2012	4-Jun-2012	15-Jun-2012
2-Jun-2012	15-Jun-2012	18-Jun-2012	<b>2-Jul-2012</b> <i>Due to Fiscal Year end, pay delayed</i>
16-Jun-2012	29-Jun-2012	2-Jul-2012	13-Jul-2012
30-Jun-2012	13-Jul-2012	16-Jul-2012	27-Jul-2012
14-Jul-2012	27-Jul-2012	30-Jul-2012	10-Aug-2012
28-Jul-2012	10-Aug-2012	13-Aug-2012	24-Aug-2012
11-Aug-2012	24-Aug-2012	27-Aug-2012	7-Sep-2012
25-Aug-2012	7-Sep-2012	10-Sep-2012	21-Sep-2012
8-Sep-2012	21-Sep-2012	24-Sep-2012	5-Oct-2012
22-Sep-2012	5-Oct-2012	8-Oct-2012	19-Oct-2012
6-Oct-2012	19-Oct-2012	22-Oct-2012	2-Nov-2012
20-Oct-2012	2-Nov-2012	5-Nov-2012	16-Nov-2012
3-Nov-2012	16-Nov-2012	19-Nov-2012	30-Nov-2012
17-Nov-2012	30-Nov-2012	3-Dec-2012	14-Dec-2012
1-Dec-2012	14-Dec-2012	17-Dec-2012	28-Dec-2012
15-Dec-2012	28-Dec-2012	28-Dec-2012	11-Jan-2013
29-Dec-2012	11-Jan-13	14-Jan-13	25-Jan-2013

Timesheets should be signed by you and your supervisor before they are turned in. Ask your supervisor who should sign your timesheet when he/she is not available. Due by Monday at noon after the pay period ends, EXCEPT \*\*\*During holiday weeks, timesheets will be due Friday at the end of the day. The payroll week starts on SATURDAY and ends on FRIDAY. More than 40 hours in a week is considered overtime and must be pre-approved by supervisor. Timesheets can be faxed to: (970) 491-1965 (you eventually need to turn in the original). **\*\*NOTE\*\***If a timesheet is turned in too late to be input, it is held until the next pay period. Payroll will process it the next payroll cycle - which means a two-week delay in your pay date. Blank timesheets are available at <http://www.hrs.colostate.edu/pdfs/form-timesheet-hourly.pdf>