

NREL Hourly Employees
Schedule of Payroll Dates

Pay Period	Pay Period	Last Date to		
Begin Date	End Date	Turn in	Pay Date	
(Saturday)	(Friday)	(usually Mon.)		
16-Aug-2008	29-Aug-2008	29-Aug-2008	12-Sep-2008	Due to Labor Day, turn in Fri 08/29
30-Aug-2008	12-Sep-2008	15-Sep-2008	26-Sep-2008	
13-Sep-2008	26-Sep-2008	29-Sep-2008	10-Oct-2008	
27-Sep-2008	10-Oct-2008	13-Oct-2008	24-Oct-2008	
11-Oct-2008	24-Oct-2008	27-Oct-2008	7-Nov-2008	
25-Oct-2008	7-Nov-2008	10-Nov-2008	21-Nov-2008	Due to holidays, turn in 11/21
8-Nov-2008	21-Nov-2008	23-Nov-2008	5-Dec-2008	
22-Nov-2008	5-Dec-2008	8-Dec-2008	19-Dec-2008	
6-Dec-2008	19-Dec-2008	19-Dec-2008	2-Jan-2009	Due to holidays, turn in 12/19
20-Dec-2008	2-Jan-2009	5-Jan-2009	16-Jan-2009	Due to holidays, turn in 01/16
3-Jan-2009	16-Jan-2009	16-Jan-2009	30-Jan-2009	
17-Jan-2009	30-Jan-2009	16-Feb-2009	13-Feb-2009	
31-Jan-2009	13-Feb-2009	2-Mar-2009	27-Feb-2009	
14-Feb-2009	27-Feb-2009	16-Mar-2009	13-Mar-2009	
28-Feb-2009	13-Mar-2009	31-Mar-2009	27-Mar-2009	
14-Mar-2009	27-Mar-2009	13-Apr-2009	10-Apr-2009	
28-Mar-2009	10-Apr-2009	27-Apr-2009	24-Apr-2009	
11-Apr-2009	24-Apr-2009	11-May-2009	8-May-2009	
25-Apr-2009	8-May-2009	25-May-2009	22-May-2009	
9-May-2009	22-May-2009	8-Jun-2009	5-Jun-2009	Due to Memorial Day, turn in 05/22
23-May-2009	5-Jun-2009	22-Jun-2009	1-Jul-2009	Due to Fiscal Year end, pay delayed
6-Jun-2009	19-Jun-2009	6-Jul-2009	2-Jul-2009	
20-Jun-2009	3-Jul-2009	20-Jul-2009	17-Jul-2009	
4-Jul-2009	17-Jul-2009	3-Aug-2009	31-Jul-2009	
18-Jul-2009	31-Jul-2009	17-Aug-2009	14-Aug-2009	
1-Aug-2009	14-Aug-2009	30-Aug-2009	28-Aug-2009	
15-Aug-2009	28-Aug-2009	31-Aug-2009	11-Sep-2009	
29-Aug-2009	11-Sep-2009	14-Sep-2009	25-Sep-2009	
12-Sep-2009	25-Sep-2009	28-Sep-2009	9-Oct-2009	
26-Sep-2009	9-Oct-2009	12-Oct-2009	23-Oct-2009	
10-Oct-2009	23-Oct-2009	26-Oct-2009	6-Nov-2009	
24-Oct-2009	6-Nov-2009	10-Nov-2009	20-Nov-2009	
7-Nov-2009	20-Nov-2009	23-Nov-2009	4-Dec-2009	
21-Nov-2009	4-Dec-2009	7-Dec-2009	18-Dec-2009	
5-Dec-2009	18-Dec-2009	18-Dec-2009	31-Dec-2009	Due to holidays, turn in 12/18

Timesheets should be signed by your supervisor before they are turned in. Ask your supervisor who should sign your timesheet when he/she is not available. Nikki needs the timesheets by Monday morning 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. On pay day, the pay stubs arrive in the dept mail around 11 am. 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