

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

**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](mailto:towerhr@sjsu.edu)