

2007 CLASSIFIED STAFF PAYROLL SCHEDULE

Biweekly Pay Period	Month & Deduction Code	Pay Period	10:00 a.m. Due Date in Payroll Office	Paydate
14	Jan A	12-24 – 01-06	01-08	01-18
15	Jan B	01-07 – 01-20	01-22	02-01
16	Feb A	01-21 – 02-03	02-05	02-15
17	Feb B	02-04 – 02-17	02-19	03-01
18	Mar A	02-18 – 03-03	03-05	03-15
19	Mar B	03-04 – 03-17	03-19	03-29
20	Mar C	03-18 – 03-31	04-02	04-12
21	Apr A	04-01 – 04-14	04-16	04-26
22	Apr B	04-15 – 04-28	04-30	05-10
23	May A	04-29 – 05-12	05-14	05-24
24	May B	05-13 – 05-26	05-25*	06-07
25	Jun A	05-27 – 06-09	06-11	06-21
26	Jun B	06-10 – 06-23	06-25	07-05
-----Fiscal Year ends-----				
01	Jul A	06-24 – 07-07	07-09	07-19
02	Jul B	07-08 – 07-21	07-23	08-02
03	Aug A	07-22 – 08-04	08-06	08-16
04	Aug B	08-05 – 08-18	08-20	08-30
05	Sep A	08-19 – 09-01	08-31*	09-13
06	Sep B	09-02 – 09-15	09-17	09-27
07	Sep C	09-16 – 09-29	10-01	10-11
08	Oct A	09-30 – 10-13	10-15	10-25
09	Oct B	10-14 – 10-27	10-29	11-08
10	Nov A	10-28 – 11-10	11-12	11-21
11	Nov B	11-11 – 11-24	11-26	12-06
12	Dec A	11-25 – 12-08	12-10	12-20
13	Dec B	12-09 – 12-22	12-21*	01-03

*Early deadline

**REPRESENTED
TIMESHEET INSTRUCTIONS:**

SHIFT DIFFERENTIAL: A shift differential will be paid for all hours worked between the hours of 6:00 p.m. and 6:00 a.m., per current contract provisions.

WEEKEND DIFFERENTIAL: Employees shall be paid a differential for work between 12:01 a.m. Saturday and 12:00 midnight Sunday, paid per current contract provisions.

WORKSHIFT: When a workshift begins on one calendar day and continues into a subsequent day, all hours should be reflected on the day the shift began. For example, an employee working an 11:00 p.m. Sunday to a 7:00 a.m. Monday shift would report 8 hours of work on Sunday and relatedly report the appropriate night differential and weekend differential associated with the 8 hours worked on Sunday.

*** MISCELLANEOUS COLUMN:** Use the miscellaneous column of the timesheet to cover paid leave situations covered under contract such as jury duty, union business, military leave, etc. An explanation and contract reference is required in the "remarks" section at the bottom of the timesheet.

FMLA (Family and Medical Leave Act): Check this box if the absence is related to a serious medical condition.

OTHER: Sections of the WSEU Labor/Management agreement provide for no loss of benefits (i.e. vacation, sick leave, etc.) for some approved leave without pay situations. Note this information (i.e. date, hours) in the "remarks" column of the timesheet and reference the contract section so contract terms can be applied accurately.

2007 Holidays—Dates Observed

All represented: WSEU, WPEC

JANUARY 1, 2007.....	MONDAY.....	NEW YEARS DAY
JANUARY 15, 2007.....	MONDAY.....	M. LUTHER KING JR'S BIRTHDAY
MAY 28, 2007.....	MONDAY.....	MEMORIAL DAY
JULY 4, 2007.....	WEDNESDAY.....	INDEPENDENCE DAY
SEPTEMBER 3, 2007.....	MONDAY.....	LABOR DAY
NOVEMBER 22, 2007.....	THURSDAY.....	THANKSGIVING DAY
DECEMBER 24, 2007.....	MONDAY.....	CHRISTMAS EVE
DECEMBER 25, 2007.....	TUESDAY.....	CHRISTMAS DAY
DECEMBER 31, 2007.....	MONDAY.....	NEW YEAR'S EVE

CLASSIFIED "A" PAYROLL:

That payroll which includes the 1st of the month.

CLASSIFIED "B" PAYROLL:

That payroll which follows the "A" pay roll.

CLASSIFIED "C" PAYROLL:

That payroll which ends before the 1st of the month.

CONVERSION CHART - WORK HOURS TO TENTHS OF HOURS

01 - 06 MINUTES.....	1 TENTH	07 - 12 MINUTES.....	2 TENTHS
13 - 18 MINUTES.....	3 TENTHS	19 - 24 MINUTES.....	4 TENTHS
25 - 30 MINUTES.....	5 TENTHS	31 - 36 MINUTES.....	6 TENTHS
37 - 42 MINUTES.....	7 TENTHS	43 - 48 MINUTES.....	8 TENTHS
49 - 54 MINUTES.....	9 TENTHS	55 - 60 MINUTES.....	1 HOUR