

GOVERNORS STATE UNIVERSITY
INTEROFFICE MEMORANDUM

TO: ALL GSU STAFF MEMBERS
 FROM: FINANCIAL SERVICES & COMPTROLLER
 DATE: July 1, 2011
 SUBJECT: TIME SHEETS

All employees with semi-monthly time sheets must give their completed time sheets to their Unit Head at the end of the last working day of each pay period. Monthly time sheets must be given to the Unit Head at the end of the last working day of the month. **All timesheets require the original signature of the employee.** A rubber stamp signature is an acceptable substitute for the unit head's original signature only. Units are responsible for the physical security and usage of rubber stamp signatures.

All time sheets must be received in the payroll office by 5:00 p.m. on the due dates listed below. Any time sheets received after this time CANNOT be guaranteed to be processed in time for the next regular payday.

Compliance with the schedule below will help insure that you will receive a payroll warrant on payday.

<u>Pay Date</u>		<u>Time Sheets Due In Payroll Office</u>	
July	15	July	18
	29	August	1
August	15	August	16
	31	September	1
September	15	September	16
	30	October	3
October	14	October	17
	31	November	1
November	15	November	16
	30	December	1
December	15	December	16
	30	January	3, 2012
January	13	January	16
	31	February	1
February	15	February	16
	29	March	1
March	15	March	16
	30	April	2
April	13	April	16
	30	May	1
May	15	May	16
	31	June	1
June	15	June	18
	29	July	2