

RESEARCH FOUNDATION 2022 - 2023  
 HOURLY & NON - EXEMPT TIME SHEET SCHEDULE

**Time Sheets must be submitted Biweekly**

PAY PERIOD EFFECTIVE DATES		TIME SHEET DUE IN PAYROLL OFFICE	CHECK DATE HOURLY**	CHECK DATE SALARIED
12/31/2022	1/13/2023	1/19/2022	1/27/2023	1/13/2023
1/14/2023	1/27/2023	2/1/2023	2/10/2023	1/27/2023
1/28/2023	2/10/2023	2/15/2023	2/24/2023	2/10/2023
2/11/2023	2/24/2023	3/2/2022	3/10/2023	2/24/2023
2/25/2023	3/10/2023	3/15/2023	3/24/2023	3/10/2023
3/11/2023	3/24/2023	3/29/2023	4/7/2023	3/24/2023
3/25/2023	4/7/2023	4/12/2023	4/21/2023	4/7/2023
4/8/2023	4/21/2023	4/26/2023	5/5/2023	4/21/2023
4/22/2023	5/5/2023	5/10/2023	5/19/2023	5/5/2023
5/6/2023	5/19/2023	5/24/2023	6/2/2023	5/19/2023
5/20/2023	6/2/2023	6/7/2023	6/16/2023	6/2/2023
6/3/2023	6/16/2023	6/21/2023	6/30/2023	6/16/2023
6/17/2023	6/30/2023	7/5/2023	7/14/2023	6/30/2023
7/1/2023	7/14/2023	7/19/2023	7/28/2023	7/14/2023
7/15/2023	7/28/2023	8/2/2023	8/11/2023	7/28/2023
7/29/2023	8/11/2023	8/16/2023	8/25/2023	8/11/2023
8/12/2023	8/25/2023	8/30/2023	9/8/2023	8/25/2023
8/26/2023	9/8/2023	9/13/2023	9/22/2023	9/8/2023
9/9/2023	9/22/2023	9/27/2023	10/6/2023	9/22/2023
9/23/2023	10/6/2023	10/11/2023	10/20/2023	10/6/2023
10/7/2023	10/20/2023	10/25/2023	11/3/2023	10/20/2023
10/21/2023	11/3/2023	11/8/2023	11/17/2023	11/3/2023
11/4/2023	11/17/2023	<b>11/21/2023*</b>	12/1/2023	11/17/2023
11/18/2023	12/1/2023	12/6/2023	12/15/2023	12/1/2023
12/2/2023	12/15/2023	12/20/2023	12/29/2023	12/15/2023
12/16/2023	12/29/2023	1/4/2024	1/12/2024	12/29/2023

\* please note these dates must be strongly adhered to because of early submission payment requirements by Research Central in Albany.

\*\* Pay dates are for hourly employees but also include payments received by salaried employees for additional hours worked (for over-time, straight-time)