

 TIMESHEET SUBMISSION DATES 2023-24 EMPLOYEE- SUBMIT TIMESHEET TO SUPERVISOR BY THE "DUE TO SUPERVISOR" DATE			Guide for employees paid hourly or daily
PAYDATE	Period Covered	Due to supervisor	Due to Payroll Office
July 14	06/16-06/30	July 3	July 6
July 28	07/01-07/14	July 14	July 19
August 15	07/15-07/28	July 31	August 3
August 30	07/29-08/15	August 18	August 21
September 15	08/16-08/30	September 1	September 6
September 29	08/31-09/15	September 18	September 21
October 13	09/16-09/29	October 2	October 5
October 30	09/30-10/13	October 17	October 20
November 15	10/14-10/31	November 1	November 6
November 30	11/01-11/15	November 15	November 17**
December 15	11/16-11/30	December 1	December 6
December 29	12/01-12/15	December 15	December 20**
January 12	12/16-12/30	January 2	January 4
January 30	12/31-01/12	January 16	January 19**
February 15	01/13-01/30	February 1	February 5
February 29	01/31-02/15	February 15	February 20**
March 15	02/16-02/29	March 1	March 5
March 28	03/01-03/15	March 15	March 19
April 15	03/16-03/29	April 1	April 4
April 30	03/30-04/12	April 15	April 19
May 15	04/13-04/28	May 2	May 6
May 30	4/29-05/15	May 17	May 20
June 14	05/16-05/30	June 3	June 6
June 28	05/31-06/14	June 17	June 20

Blank timesheet are available on the Dutchess BOCES website.

Please keep in mind the following information outlined below when completing and approving timesheets. Timesheets must be completed in **INK**. **Include employees name**, pay rate, and **complete budget code (164 or 154)**, **dates worked**, **employee's signature**, **supervisor's original signature & date**. **Total the days or hours according to the columns on the timesheet**. Hourly employees, provide the hourly rate along with the total hours worked. Daily paid employees enter half or whole days in each column corresponding to the date worked. For those paid by the hour, please do not convert hours into days. **Base your submission according to your pay type (hourly OR daily – Not Both)**

** Dates annotated by asterisk are because of holidays. Please keep in mind, of the "Due to Payroll" around these dates.

PLEASE NOTE, DO NOT INCLUDE LUNCH AS TIME WORKED.

Dutchess BOCES does not pay for working during lunch breaks. For every 6 hours worked, a half hour unpaid lunch break should not be included with the hours worked.

To avoid duplication & for auditing purposes, the payroll office does not accept scanned timesheets directly from the employee. Off-site employees may scan their signed timesheets to submit to their supervisor. **The supervisors will then sign and forward the timesheet with the original supervisor's signature to the payroll office.**

Timesheets that have dates outside of the current payroll period will be processed in the next payroll.

Please note, the above schedule is for all hourly/daily paid employees including substitutes.

Please use the above chart as a tool to verify days worked in a pay period against your check stub.