

**2011-2012 Pay Schedule**  
For Professional Personnel Appointed at an **Hourly Rate**

Temporary Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis as indicated on the Pay Schedule printed on the reverse side.

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **in ink daily** using **hour, half-hour, or quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours. **Please print the timesheet on yellow paper.**

Timesheets **are not** to be returned to the employee after being signed by the supervisor.

Please forward all timesheets for payment to the Payroll Office, Allen Administration Building, in accordance with the pay schedule. A copy is to be retained in your Department files to provide an audit record. A letter of explanation and justification must accompany late time sheets in excess of one pay period from the supervisor.

The College at Brockport

**2011-2012 PAY SCHEDULE FOR HOURLY PAID PERSONNEL**

<u>PAID IN PAYROLL NUMBER</u>	<u>PERIOD WORKING</u>	<u>*TIME SHEETS DUE IN PAYROLL OFFICE</u>	<u>PAYCHECK ISSUED</u>
10	07/21-08/03/11	08/08/11	08/31/11
11	08/04-08/17/11	08/22/11	09/14/11
12	08/18-08/31/11	09/06/11	09/28/11
13	09/01-09/14/11	09/19/11	10/12/11
14	09/15-09/28/11	10/03/11	10/26/11
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15	09/29-10/12/11	10/17/11	11/09/11
16	10/13-10/26/11	10/31/11	11/23/11
17	10/27-11/09/11	11/14/11	12/07/11
18	11/10-11/23/11	11/28/11	12/21/11
19	11/24-12/07/11	12/12/11	01/04/12
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20	12/08-12/21/11	01/03/12 * <b>BY NOON</b>	01/18/12
21	12/22-01/04/12	01/17/12	02/01/12
22	01/05-01/18/12	01/30/12	02/15/12
23	01/19-02/01/12	02/06/12	02/29/12
24	02/02-02/15/12	02/21/12	03/14/12
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25	02/16-02/29/12	03/05/12	03/28/12
26	03/01-03/14/12	03/19/12	04/11/12
1	03/15-03/28/12	04/02/12	04/25/12
2	03/29-04/11/12	04/16/12	05/09/12
3	04/12-04/25/12	04/30/12	05/23/12
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4	04/26-05/09/12	05/14/12	06/06/12
5	05/10-05/23/12	05/28/12	06/20/12
6	05/24-06/06/12	06/11/12	07/03/12
7	06/07-06/20/12	06/25/12	07/18/12
8	06/21-07/04/12	07/09/12	08/01/12
9	07/05-07/18/12	07/23/12	08/15/12

**\*Time sheets are due early as a result of a holiday(s).**