

## CALENDAR YEAR 2015 TIMESHEET PROCEDEURES

The State Controller's Office, as the state agency that manages the State of Idaho's payroll, sets deadlines each month of when information has to be in its systems for it to meet its payroll schedule. Based on those deadlines, we have set the following pay periods and associated pay dates for 2015. The pay schedule will change each year based on the State Controller's Office payroll calendar:

PAY PERIOD	PAY DATE	HOURS IN PAY PERIOD (INCLUDING HOLIDAYS)	TIMESHEET SUBMITTED FOR APPROVAL	TIMESHEET'S APPROVED BY
November 16 – December 13, 2014	January 1, 2015	160	December 15, 2014	December 16, 2014
December 14, 2014 – January 17, 2015	February 1, 2015	200	January 20, 2015	January 21, 2015
January 18 – February 14, 2015	March 1, 2015	160	February 17, 2015	February 18, 2015
February 15 – March 14, 2015	April 1, 2015	160	March 17, 2015	March 18, 2015
March 15 – April 11, 2015	May 1, 2015	160	April 13, 2015	April 14, 2015
April 12 – May 16, 2015	June 1, 2015	200	May 18, 2015	May 19, 2015
May 17 – June 13, 2015	July 1, 2015	160	June 16, 2015	June 17, 2015
June 14 – July 18, 2015	August 1, 2015	200	July 20, 2015	July 21, 2015
July 19 – August 15, 2015	September 1, 2015	160	August 17, 2015	August 18, 2015
August 16 – September 12, 2015	October 1, 2015	160	September 14, 2015	September 15, 2015
September 13 – October 17, 2015	November 1, 2015	200	October 19, 2015	October 20, 2015
October 18 – November 14, 2015	December 1, 2015	160	November 16, 2015	November 17, 2015
<b>TOTAL HOURS</b>		<b>2,080</b>		

The following procedures are important to follow for completing and submitting your timesheets:

1. In ESS, indicate the number of hours worked each day (or leave accruals used).
2. Submit for approval.
3. You will be paid the 1<sup>st</sup> day of the following month for the hours worked in a pay period.