

THOMAS NELSON COMMUNITY COLLEGE  
PAYROLL SUBMISSION AND CHECK DISTRIBUTION SCHEDULE

**BI-WEEKLY - WAGE**

Frequencies: 40 (Hourly), 41 (Federal Workstudy), 42 (College Workstudy), 43 (Workforce Development Adjunct)

**Following this schedule will help us ensure accurate and timely payment to you.**

- Timesheets received after the deadline date will be paid on the next available payroll unless the paperwork is incomplete. In those cases, the paperwork will be returned to the appropriate department for completion.
- **\*\*** Signifies dates subject to change due to Holidays.
- Time Administration runs every 3 hours starting at 5:00 a.m. Any time entered within the 3 hour range will not pull through for supervisor approval until the next Time Administration processes.
- Hours worked should be entered on a daily basis.
- **If updating your timesheet after the approval deadline, please notify your supervisor, as it will impact your overall payment.**
- If you have questions or need assistance, please call Payroll at 757-825-2990.

<u>Beginning Period</u>	<u>Ending Period</u>	<u>Timesheet Approval/ Workforce Payment Request Form Deadline is 5:00 PM</u>	<u>Employee Pay Dates</u>
<b>**December 06</b>	- December 19	December 31	January 3
<b>December 20</b>	- January 2	January 13	January 17
<b>January 3</b>	- January 16	January 28	January 31
<b>January 17</b>	- January 30	February 11	February 14
<b>January 31</b>	- February 13	February 25	February 28
<b>February 14</b>	- February 27	March 10	March 13
<b>February 28</b>	- March 12	March 24	March 27
<b>March 13</b>	- March 26	April 7	April 10
<b>March 27</b>	- April 09	April 21	April 24
<b>April 10</b>	- April 23	May 5	May 08
<b>April 24</b>	- May 7	May 19	May 22
<b>May 8</b>	- May 21	June 2	June 5
<b>May 22</b>	- June 4	June 16	June 19
<b>June 5</b>	- June 18	June 29	July 3
<b>June 19</b>	- July 2	July 14	July 17
<b>July 3</b>	- July 16	July 28	July 31
<b>July 17</b>	- July 30	August 11	August 14
<b>July 31</b>	- August 13	August 25	August 28
<b>August 14</b>	- August 27	September 8	September 11
<b>August 28</b>	- September 10	September 22	September 25
<b>September 11</b>	- September 24	October 6	October 9
<b>September 25</b>	- October 8	October 20	October 23
<b>October 9</b>	- October 22	November 3	November 6
<b>October 23</b>	- November 5	November 17	November 20
<b>November 6</b>	- November 19	December 1	December 4
<b>November 20</b>	- December 3	December 15	December 18
<b>December 4</b>	- December 17	December 23	December 31