



TIME & LEAVE
CIVIL SERVICE/CLASSIFIED STAFF
BI-WEEKLY TIMESHEET SUBMISSION SCHEDULE
FY 2017 – 2018

WORK PERIOD END DATES	WORK DAYS COVERED	DUE DATES
9/2/2017	(8/20 to 9/2)	*9/5/2017
9/16/2017	(9/3 to 9/16)	9/18/2017
9/30/17	(9/17 to 9/30)	10/2/2017
10/14/2017	(10/1 to 10/14)	10/16/2017
10/28/2017	(10/15 to 10/28)	10/30/2017
11/11/2017	(10/29 to 11/11)	11/13/2017
11/25/2017	(11/12 to 11/25)	11/27/2017
12/9/2017	(11/26 to 12/9)	12/11/2017
12/23/2017	(12/10 to 12/23)	*12/26/2017
1/6/2018	(12/24 to 1/6)	1/8/2018
1/20/2018	(1/7 to 1/20)	1/22/2018
2/3/2018	(1/21 to 2/3)	2/5/2018
2/17/2018	(2/4 to 2/17)	*2/20/2018
3/3/2018	(2/18 to 3/3)	3/5/2018
3/17/2018	(3/4 to 3/17)	3/19/2018
3/31/2018	(3/18 to 3/31)	4/2/2018
4/14/2018	(4/1 to 4/14)	4/16/2018
4/28/2018	(4/15 to 4/28)	4/30/2018
5/12/2018	(4/29 to 5/12)	5/14/2018
5/26/2018	(5/13 to 5/26)	*5/29/2018
6/9/2018	(5/27 to 6/9)	6/11/2018
6/23/2018	(6/10 to 6/23)	6/25/2018
7/7/2018	(6/24 to 7/7)	7/9/2018
7/21/2018	(7/8 to 7/21)	7/23/2018
8/4/2018	(7/22 to 8/4)	8/6/2018
8/18/2018	(8/5 to 8/18)	8/20/2018

Timesheets must be submitted on a bi-weekly basis and are due on the Monday following the
 Work Period End Date (* Tuesday, if Monday is a Holiday).