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| **Pay Period**  | **Timesheet Due****Tuesday by 4:00pm** | **Pay Day****Friday** |
| 08/18 – 08/24 | 08/22 | 09/01 |
| 08/25 – 09/07 | 09/05 | 09/15 |
| 09/08 – 09/21 | 09/19 | 09/29 |
| 09/22– 10/05 | 10/03 | 10/13 |
| 10/06 – 10/19 | 10/17 | 10/27 |
| 10/20 – 11/02 | 10/31 | 11/10 |
| 11/03 – 11/16 | 11/14 | 11/24 |
| 11/17 – 11/30 | 11/28 | 12/08 |
| 12/01 – 12/14 | 12/12 | 12/22 |
| 12/15 – 12/28 | 12/21 | 01/05 |

* Timesheets **must** be dropped off or emailed to Janae.Mason@ucf.edu by the Tuesday 4:00 p.m. deadline for any hours worked during that particular pay period.
* You must enter the hours you worked into the corresponding pay period.
* All timesheets must be **signed**by you when you turn them in.
* The Coaching Time Sheet Verification Form must be turned in with your timesheet to verify hours.

**\*\*Fall Holidays: (Please do not enter hours on these holiday dates.)\*\***

* **September 4th—Labor Day**
* **November 10th—Veteran’s Day**
* **November 23rd – Thanksgiving Day**
* **November 24th – Day After Thanksgiving**
* **December 25th – Christmas**