**SUMMER 2019 PAC PAY SCHEDULE**

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| **Pay Period** | **Timesheet Due Tuesday by 3:00pm** | **Pay Day**  **Friday** |
| 6/14 – 6/27 | 6/25 | 7/5 |
| 6/28 – 7/11 | 7/9 | 7/19 |
| 7/12 – 7/25 | 7/23 | 8/2 |
| 7/29 – 8/8 | 8/6 | 8/16 |
| 8/9 – 8/22 | 8/20 | 8/30 |
| 8/23 – 9/5 | 9/3 | 9/13 |

* Timesheets **must** be dropped off or emailed to [rel@ucf.edu](mailto:rel@ucf.edu) **AND** [April.Chase@ucf.edu](mailto:April.Chase@ucf.edu) by the Tuesday 3:00p.m. deadline for any hours worked during that particular pay period.
* You must enter the hours you worked into the corresponding pay period. Be sure to include prep time on your timesheet.
* 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 (please only include hours directly spent with your PACee, not prep time).

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

* May 27th – Memorial Day
* July 4th – Independence Day