



**LEHMAN COLLEGE**  
**Timesheet Submission Schedule for Full-Time Non-Exempt Staff**  
**(non-exempt HEOs and CLTs, Blue and White Collar)**

<u>CHECK DATE</u>	<u>PERIOD COVER</u>	<u>HUMAN RESOURCES DEADLINE</u>
January 14, 2010	12/31/09-01/13/10	January 19, 2010
January 28, 2010	01/14/10-01/27/10	February 1, 2010
February 11, 2010	01/28/10-02/10/10	February 16, 2010
February 25, 2010	02/11/10-02/24/10	March 1, 2010
March 11, 2010	02/25/10-03/10/10	March 29, 2010
March 25, 2010	03/11/10-03/24/10	March 16, 2010
April 8, 2010	03/25/10-04/07/10	April 12, 2010
April 22, 2010	04/08/10-04/21/10	April 26, 2010
May 6, 2010	04/22/10-05/05/10	May 10, 2010
May 20, 2010	05/06/10-05/19/10	May 24, 2010
June 3, 2010	05/20/10-06/02/10	June 7, 2010
June 17, 2010	06/03/10-06/16/10	June 21, 2010
July 1, 2010	06/17/10-06/30/10	July 6, 2010
July 15, 2010	07/01/10-07/14/10	July 19, 2010
July 29, 2010	07/15/10-07/28/10	August 2, 2010
August 12, 2010	07/29/10-08/11/10	August 16, 2010
August 26, 2010	08/12/10-08/25/10	August 30, 2010
September 9, 2010	08/26/10-09/08/10	September 13, 2010
September 23, 2010	09/09/10-09/22/10	September 27, 2010
October 7, 2010	09/23/10-10/06/10	October 12, 2010
October 21, 2010	10/07/10-10/20/10	October 25, 2010
November 4, 2010	10/21/10-11/03/10	November 8, 2010
November 18, 2010	11/04/10-11/17/10	November 22, 2010
December 2, 2010	11/18/10-12/01/10	December 6, 2010
December 16, 2010	12/02/10-12/15/10	December 20, 2010
December 30, 2010	12/16/10-12/29/10	January 3, 2011