



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 15, 2009	01/01/09 – 01/14/09	January 20, 2009
January 29, 2009	01/15/09 – 01/28/09	February 2, 2009
February 12, 2009	01/29/09 – 02/11/09	February 17, 2009
February 26, 2009	02/12/09 – 02/25/09	March 2, 2009
March 12, 2009	02/26/09 – 03/11/09	March 16, 2009
March 26, 2009	03/12/09 – 03/25/09	March 30, 2009
April 9, 2009	03/26/09 – 04/08/09	April 13, 2009
April 23, 2009	04/09/09 – 04/22/09	April 27, 2009
May 7, 2009	04/23/09 – 05/06/09	May 11, 2009
May 21, 2009	05/07/09 – 05/20/09	May 26, 2009
June 4, 2009	05/21/09 – 06/03/09	June 8, 2009
June 18, 2009	06/04/09 – 06/17/09	June 22, 2009
July 2, 2009	06/18/09 – 07/01/09	July 6, 2009
July 16, 2009	07/02/09 – 07/15/09	July 20, 2009
July 30, 2009	07/16/09 – 07/29/09	August 3, 2009
August 13, 2009	07/30/09 – 08/12/09	August 17, 2009
August 27, 2009	08/13/09 – 08/26/09	August 31, 2009
September 10, 2009	08/27/09 – 09/09/09	September 14, 2009
September 24, 2009	09/10/09 – 09/23/09	September 28, 2009
October 8, 2009	09/24/09 – 10/07/09	October 12, 2009
October 22, 2009	10/08/09 – 10/21/09	October 26, 2009
November 5, 2009	10/22/09 – 11/04/09	November 9, 2009
November 19, 2009	11/05/09 – 11/18/09	November 23, 2009
December 3, 2009	11/19/09 – 12/02/09	December 7, 2009
December 17, 2009	12/03/09 – 12/16/09	December 21, 2009
December 31, 2009	12/17/09 – 12/30/09	January 4, 2010