

**WEAKLEY COUNTY
GENERAL FUND TIME SHEET SCHEDULE
2015 - 2016**

**TIME SHEETS MUST BE TURNED INTO THE DEPARTMENT OF FINANCE
BY THE DATES LISTED IN TABLE BELOW.**

| PAYROLL DATES | ALL FULL TIME PERSONNEL TIME SHEETS DUE BY | ALL PART TIME AND HOURLY PERSONNEL TIME SHEETS DUE BY |
|----------------------|---|--|
| July 30, 2015 | July 10, 2015 | July 16, 2015 |
| August 28, 2015 | August 10, 2015 | August 17, 2015 |
| September 30, 2015 | September 10, 2015 | September 16, 2015 |
| October 30, 2015 | October 9, 2015 | October 16, 2015 |
| November 30, 2015 | November 10, 2015 | November 16, 2015 |
| December 30, 2015 | December 4, 2015 | December 16, 2015 |
| January 29, 2016 | January 8, 2016 | January 18, 2016 |
| February 29, 2016 | February 10, 2016 | February 16, 2016 |
| March 30, 2016 | March 10, 2016 | March 16, 2016 |
| April 29, 2016 | April 8, 2016 | April 18, 2016 |
| May 27, 2016 | May 10, 2016 | May 16, 2016 |
| June 30, 2016 | June 3, 2016 | June 10, 2016 |

**LONGEVITY CHECKS ARE PAID ON THE END OF MONTH PAYROLL CYCLE
FOLLOWING THE EMPLOYEE'S ANNIVERSARY DATE. AN EMPLOYEE WILL NOT
RECEIVE LONGEVITY PAY IF ON AN UNPAID LEAVE.**