

Federal and VISTA*National regulations:

- ❖ Please sign all timesheets using **blue ink**.
- ❖ **Original timesheets** only are accepted to process checks for auditing purposes.
- ❖ Emailed or faxed copies of timesheets are invalid for processing.
- ❖ Direct deposits require timely submission of paperwork. Paper checks are issued in all other circumstances.

Pay Period		Pay Day- Check/Direct Deposit Issue Date	*Time Sheets DUE(Monday)*
Start Date	Ending Date		
12/23/2017	1/5/2018	1/12/2018	1/8/2018
1/6/2018	1/19/2018	1/26/2018	1/22/2018
1/20/2018	2/2/2018	2/9/2018	2/5/2018
2/3/2018	2/16/2018	2/23/2018	2/19/2018
2/17/2018	3/2/2018	3/9/2018	3/5/2018
3/3/2018	3/16/2018	3/23/2018	3/19/2018
3/17/2018	3/30/2018	4/6/2018	4/2/2018
3/31/2018	4/13/2018	4/20/2018	4/16/2018
4/14/2018	4/27/2018	5/4/2018	4/30/2018
4/28/2018	5/11/2018	5/18/2018	5/14/2018
5/12/2018	5/25/2018	6/1/2018	5/28/2018
5/26/2018	6/8/2018	6/15/2018	6/11/2018
6/9/2018	6/22/2018	6/29/2018	6/25/2018
6/23/2018	7/6/2018	7/13/2018	7/9/2018
7/7/2018	7/20/2018	7/27/2018	7/23/2018
7/21/2018	8/3/2018	8/10/2018	8/6/2018
8/4/2018	8/17/2018	8/24/2018	8/20/2018
8/18/2018	8/31/2018	9/7/2018	9/3/2018
9/1/2018	9/14/2018	9/21/2018	9/17/2018
9/15/2018	9/28/2018	10/5/2018	10/1/2018
9/29/2018	10/12/2018	10/19/2018	10/15/2018
10/13/2018	10/26/2018	11/2/2018	10/29/2018
10/27/2018	11/9/2018	11/16/2018	11/12/2018
11/10/2018	11/23/2018	11/30/2018	11/26/2018
11/24/2018	12/7/2018	12/14/2018	12/10/2018
12/8/2018	12/21/2018	12/28/2018	12/24/2018
12/22/2018	1/4/2019	1/11/2019	1/7/2019
1/5/2019	1/18/2019	1/25/2019	1/21/2019