

CIVIL ENGINEERING

Calendar of Paydates - Biweekly 2015-16 Fiscal Year

Pay Period #	Period Start Date	Period End Date	Time Cards Due	Pay Date
14	6/15/2015	6/28/2015	6/29/2015	7/8/2015
15	6/29/2015	7/12/2015	7/13/2015	7/22/2015
16	7/13/2015	7/26/2015	7/27/2015	8/5/2015
17	7/27/2015	8/9/2015	8/10/2015	8/19/2015
18	8/10/2015	8/23/2015	8/24/2015	9/2/2015
19	8/24/2015	9/6/2015	9/7/2015	9/16/2015
20	9/7/2015	9/20/2015	9/21/2015	9/30/2015
21	9/21/2015	10/4/2015	10/5/2015	10/14/2015
22	10/5/2015	10/18/2015	10/19/2015	10/28/2015
23	10/19/2015	11/1/2015	11/2/2015	11/11/2015
24	11/2/2015	11/15/2015	11/16/2015	11/25/2015
25	11/16/2015	11/29/2015	11/30/2015	12/9/2015
26	11/30/2015	12/13/2015	12/14/2015	12/23/2015
1	12/14/2015	12/27/2015	12/28/2015	1/6/2016
2	12/28/2015	1/10/2016	1/11/2016	1/20/2016
3	1/11/2016	1/24/2016	1/25/2016	2/3/2016
4	1/25/2016	2/7/2016	2/8/2016	2/17/2016
5	2/8/2016	2/21/2016	2/22/2016	3/2/2016
6	2/22/2016	3/6/2016	3/7/2016	3/16/2016
7	3/7/2016	3/20/2016	3/21/2016	3/30/2016
8	3/21/2016	4/3/2016	4/4/2016	4/13/2016
9	4/4/2016	4/17/2016	4/18/2016	4/27/2016
10	4/18/2016	5/1/2016	5/2/2016	5/11/2016
11	5/2/2016	5/15/2016	5/16/2016	5/25/2016
12	5/16/2016	5/29/2016	5/30/2016	6/8/2016
13	5/30/2016	6/12/2016	6/13/2016	6/22/2016

Timecard Policies

Time cards are to be completed in ink only.

No white-out allowed on time cards.

If any errors are made, please cross out the wrong information with a single line and add the correct information. Both you and your supervisor must initial next to each correction made.

Hours are to be recorded to the nearest tenth. (See chart below)

Please verify that the total number of hours is correct in the week 1 total, week 2 total, and the two week total.

Employees CANNOT turn in their own time card. The supervisor (or their secretary) must turn in the time card to the Civil Engineering Business Office (HAMP G131) no later than noon on the Monday immediately following the end of the pay period.

Completed time cards that will not be delivered to the business office by the deadline can be scanned & emailed to the business office at cebo@purdue.edu.

Please note that supervisor approval is required and the original signed time card must still be turned in to the business office.

Any time card submitted after the deadline will be paid during the next pay period which will take an additional 14 days.

An attempt will be made to contact employees whose time cards are submitted with incorrect information. However, the time will not be entered until the corrections are made and initials obtained. This may result in a delay of payment.

For full time (benefits eligible) employees, a signed absence form must be submitted with your time card for any amount of leave taken. This includes vacation, sick, bereavement, personal holiday and/or unpaid time off.

Form is located at <http://www.purdue.edu/hr/pdf/33ABSENCE.pdf>

Timecard breakdown (in tenths)

1 minute to 6 minutes = .1	31 minutes to 36 minutes = .6
7 minutes to 12 minutes = .2	37 minutes to 42 minutes = .7
13 minutes to 18 minutes = .3	43 minutes to 48 minutes = .8
19 minutes to 24 minutes = .4	49 minutes to 54 minutes = .9
25 minutes to 30 minutes = .5	55 minutes to 60 minutes = 1