## 2017 Timekeeping Schedule

<table>
<thead>
<tr>
<th>Pay #</th>
<th>Start Date</th>
<th>End Date</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Pay Date</th>
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<tr>
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<td>Time Entry 2PM</td>
<td>Time Approval 5PM</td>
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<td>10/13/2017</td>
<td>10/13/2017</td>
<td>10/27/2017</td>
</tr>
</tbody>
</table>

Please note: Time should be entered every day and submitted weekly by 2PM on Fridays. Time must be approved by supervisors by 5PM. Dates are subject to change due to holidays and emergency closings.