

MEMORANDUM

TO: Administrative Employees of The Lincoln University
FROM: Joseph Johnson, Controller
RE: Submission Due Dates for 2015 Administrative Time Sheets
DATE: January 2, 2015

This memorandum serves as a reminder of The Lincoln University's policy regarding Administrative employees forwarding approved time sheets to the Payroll Department on a monthly basis.

All Time Sheets are due into Payroll by 10 AM on the following dates:

January 23, 2015	July 24, 2015
February 20, 2015	August 24, 2015
March 24, 2015	September 23, 2015
April 23, 2015	October 23, 2015
May 22, 2015	November 23, 2015 (tentative*)
June 23, 2015	December 22, 2015 (tentative*)

* due to holiday schedule to be announced

Please direct any questions or concerns to Joseph Johnson, Controller, at x7526.