MONTHLY CLASSIFIED PAYROLL SCHEDULE

JULY – DECEMBER 2012

<table>
<thead>
<tr>
<th>PAYROLL PERIODS</th>
<th>TIME SHEET DUE IN PAYROLL DEPT</th>
<th>PRINT REPORTS</th>
<th>ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01 thru 07/31</td>
<td>Pink copy 07/16, White copy 08/01</td>
<td>07/02</td>
<td>07/25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/01</td>
<td>08/10</td>
</tr>
<tr>
<td>08/01 thru 08/31</td>
<td>Pink copy 08/15, White copy 08/29</td>
<td>08/01</td>
<td>08/24</td>
</tr>
<tr>
<td>09/01 thru 09/30</td>
<td>Pink copy 09/14, White copy 10/01</td>
<td>09/04</td>
<td>09/25</td>
</tr>
<tr>
<td>10/01 thru 10/31</td>
<td>Pink copy 10/16, White copy 10/30</td>
<td>10/01</td>
<td>10/25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/09</td>
<td></td>
</tr>
<tr>
<td>12/01 thru 12/31</td>
<td>Pink copy 12/12, White copy 12/21</td>
<td>12/03</td>
<td>*12/21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01/10</td>
</tr>
<tr>
<td></td>
<td>* (subject to change)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TIME SHEETS ARE DUE IN THE PAYROLL OFFICE BY 12:00 NOON ON THE DESIGNATED DATE.

ADDITIONAL HOURS AND OVERTIME REPORTING: PLEASE SUBMIT TO PAYROLL ON THE LAST DAY OF EACH MONTH. The time sheet should reflect all overtime worked for the entire month.

PLEASE NOTE:
On pink copy of time sheet due prior to mid month, record all known absences for the entire month – especially those that would result in an employee’s unpaid status (leaves, terminations, etc)

If reportable absences occur after the white time sheet has been submitted, please submit a corrected copy of the Time report on the first workday of the following month.

THANK YOU.