



The John Marshall Law School 2016 Web Timecard Schedule January thru May



****Important Note:** This 2016 Payroll Schedule is subject to change. You will be notified.

Employee WEB Time Submission Date and Time	Supervisor, Department Head, and Faculty WEB Time Approval Date and Time	Date Range For Submitted Time Sheet <i>*NOTE: Time sheets must be submitted according to the date range stated.</i>	Pay Date
Sunday, 1/3/2016 by 11:45 PM	Monday, 1/4/2016 by 12:30 PM	12/14 thru 1/3	1/15/16
Sunday, 1/24/2016 By 11:45 PM	Monday, 1/25/2016 By 12:30 PM	1/4 thru 1/24	1/29/16
Sunday, 2/7/2016 By 11:45 PM	Monday, 2/8/2016 By 12:30 PM	1/25 thru 2/7	2/15/16
Sunday, 2/21/2016 By 11:45 PM	Monday, 2/22/2016 By 12:30 PM	2/8 thru 2/21	2/29/16
Sunday, 3/6/2016 By 11:45 PM	Monday, 3/7/2016 By 12:30 PM	2/22 thru 3/6	3/15/16
Sunday, 3/20/2016 By 11:45 PM	Monday, 3/21/2016 By 12:30 PM	3/7 thru 3/20	3/31/16
Sunday, 4/10/2016 By 11:45 PM	Monday, 4/11/2016 By 12:30 PM	3/21 thru 4/10	4/15/16
Sunday, 4/24/2016 By 11:45 PM	Monday, 4/25/2016 By 12:30 PM	4/11 thru 4/24	4/29/16
Sunday, 5/8/2016 By 11:45 PM	Monday, 5/9/2016 By 12:30 PM	4/25 thru 5/8	5/13/16
Sunday, 5/22/2016 By 11:45 PM	Monday, 5/23/2016 By 12:30 PM	5/9 thru 5/22	5/31/16