

CURRENT PAYDAY

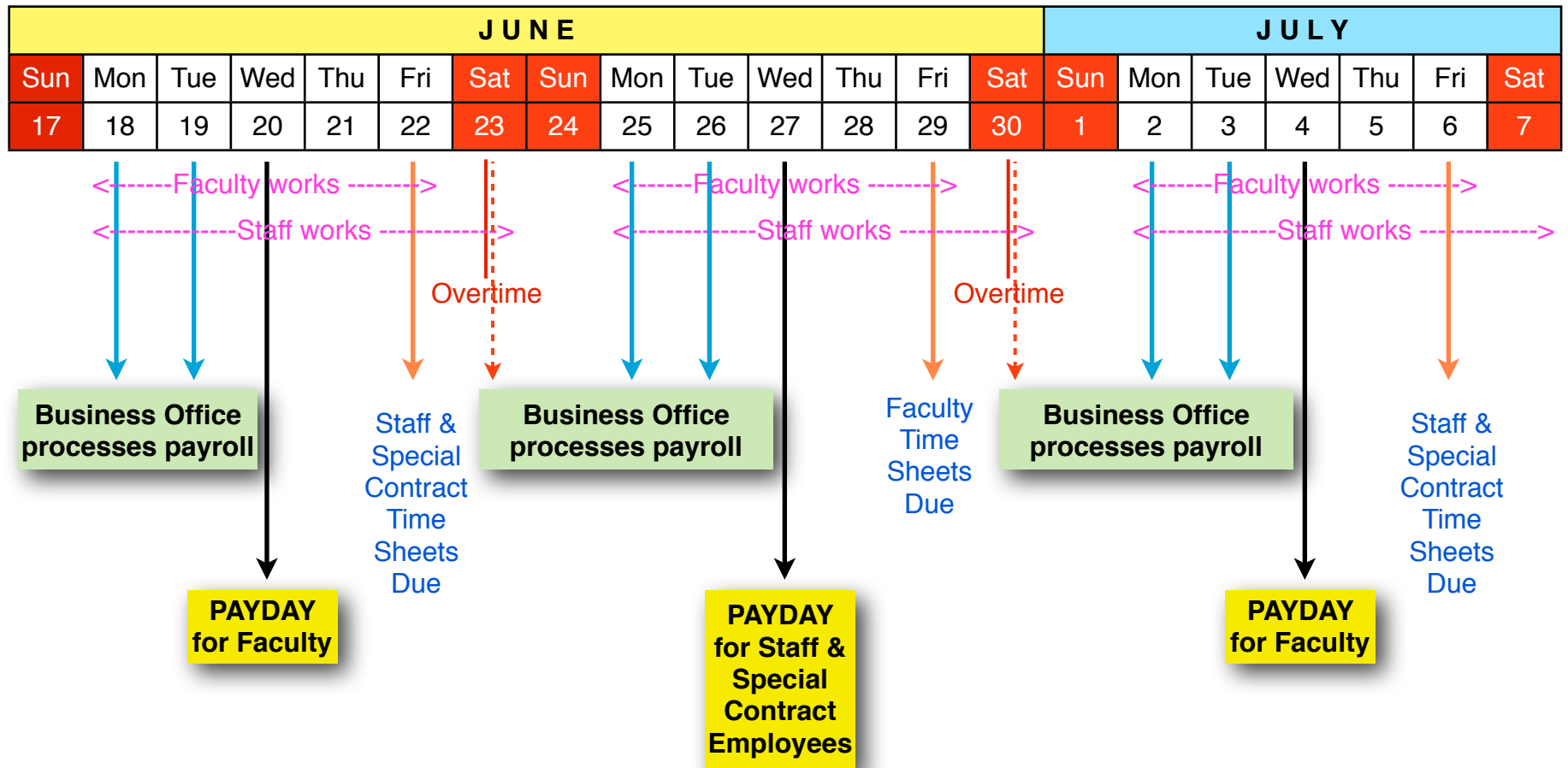


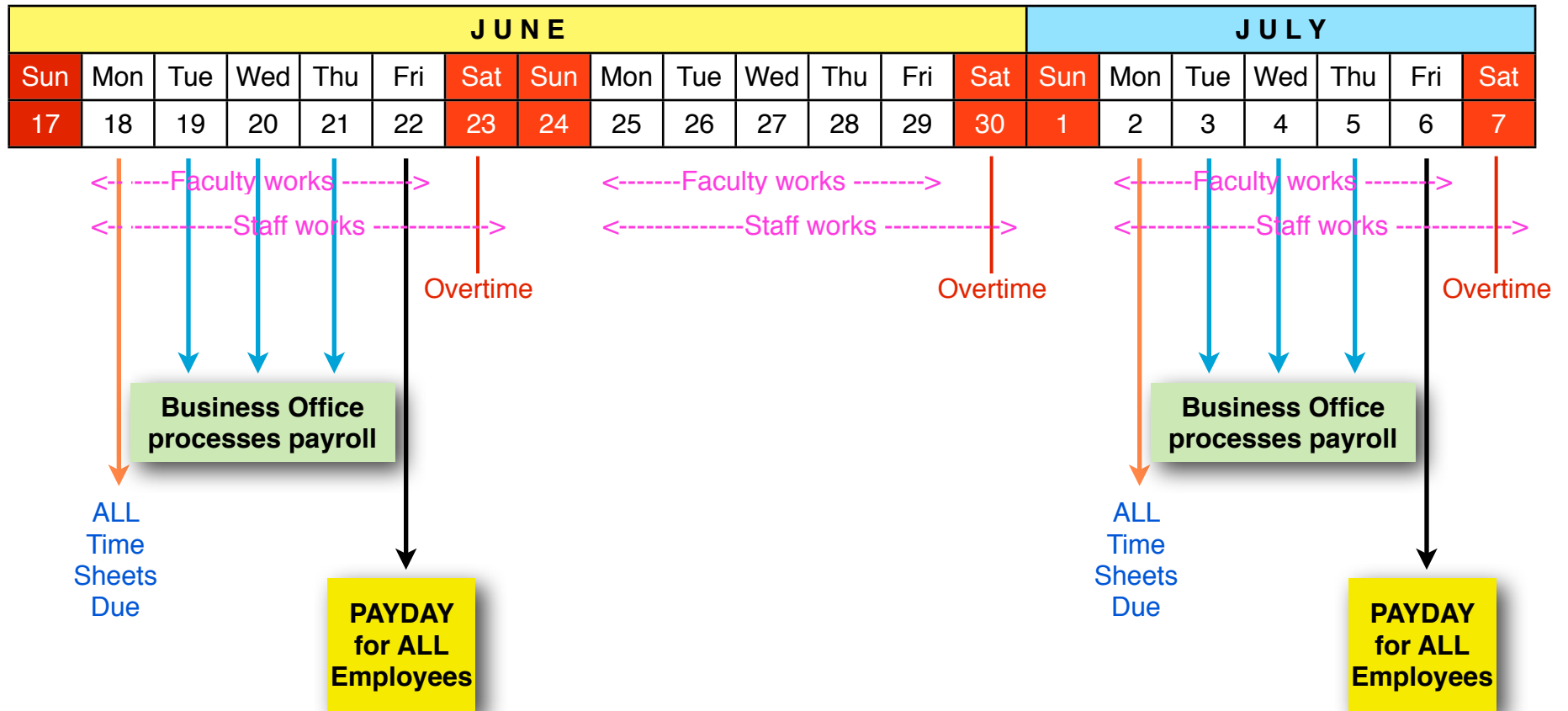
Illustration:

For pay period June 17 to June 30, the deadline for the submission of timesheet was June 29 (Friday). Business Office had only two days (Monday and Tuesday) to complete the processing of payroll and printing/signing of checks to meet the scheduled payday on Wednesday (July 04).

The deadline in the submission of timesheet on June 29 (Friday) prevents the inclusion of time worked on June 30 (Saturday).

Source: Controller's email dated July 9, 2012

PROPOSED PAYDAY



With the suggested change, the submission of timesheet will be on Monday and will accordingly include the hours worked during the weekend specifically for Cafeteria and Security. Overtime over the weekend will not be necessary because there will be two additional days (Wednesday and Thursday) to process the payroll.

Source: Controller's email dated July 9, 2012