

**2008 ADMINISTRATIVE TIME REPORTING SCHEDULE**

<b><u>Month</u></b>	<b><u>Time Reports Due from Employee to Supervisor</u></b>	<b><u>Time Reports Due from Supervisor to Divisional Timekeeper</u></b>	<b><u>Time Reports Due from Divisional Timekeeper to Human Resources</u></b>
January	January 31, 2008	February 5, 2008	February 8, 2008
February	February 29, 2008	March 6, 2008	March 10, 2008
March	March 31, 2008	April 4, 2008	April 10, 2008
April	April 30, 2008	May 6, 2008	May 9, 2008
May	May 30, 2008	June 5, 2008	June 10, 2008
June	June 30, 2008	July 3, 2008	July 9, 2008
July	July 31, 2008	August 5, 2008	August 8, 2008
August	August 29, 2008	September 5, 2008	September 10, 2008
September	September 30, 2008	October 3, 2008	October 9, 2008
October	October 31, 2008	November 3, 2008	November 7, 2008
November	November 21, 2008	November 25, 2008	December 4, 2008
December	December 31, 2008	January 6, 2009	January 9, 2009