

PSCI PAY SCHEDULE
2016

| Pay Period Start | Pay Period End | Pay Date |
|-------------------------|-----------------------|------------------|
| Friday, 12/25 | Friday, 1/8 | Friday, 1/15 |
| Saturday, 1/9 | Sunday, 1/24 | Friday, 1/29 |
| Monday, 1/25 | Monday, 2/8 | Monday, 2/15 |
| Tuesday, 2/9 | Sunday, 2/21 | Monday, 2/29 |
| Monday, 2/22 | Tuesday, 3/8 | Tuesday, 3/15 |
| Wednesday, 3/9 | Thursday, 3/24 | Thursday, 3/31 |
| Friday, 3/25 | Friday, 4/8 | Friday, 4/15 |
| Saturday, 4/9 | Saturday, 4/23 | Friday, 4/29 |
| Sunday, 4/24 | Sunday, 5/8 | Friday, 5/13 |
| Monday, 5/9 | Tuesday, 5/24 | Tuesday, 5/31 |
| Wednesday, 5/25 | Wednesday, 6/8 | Wednesday, 6/15 |
| Thursday, 6/9 | Thursday, 6/23 | Thursday, 6/30 |
| Friday, 6/24 | Friday, 7/8 | Friday, 7/15 |
| Saturday, 7/9 | Sunday, 7/24 | Friday, 7/29 |
| Monday, 7/25 | Monday, 8/8 | Monday, 8/15 |
| Tuesday, 8/9 | Wednesday, 8/24 | Wednesday, 8/31 |
| Thursday, 8/25 | Thursday, 9/8 | Thursday, 9/15 |
| Friday, 9/9 | Friday, 9/23 | Friday, 9/30 |
| Saturday, 9/24 | Saturday, 10/8 | Friday, 10/14 |
| Sunday, 10/9 | Monday, 10/24 | Monday, 10/31 |
| Tuesday, 10/25 | Tuesday, 11/8 | Tuesday, 11/15 |
| Wednesday, 11/9 | Wednesday, 11/23 | Wednesday, 11/30 |
| Thursday, 11/24 | Thursday, 12/8 | Thursday, 12/15 |
| Friday, 12/9 | Saturday, 12/24 | Friday, 12/30 |

IMPORTANT NOTE: Hourly employees should report their time for payroll purposes by forwarding an actual time sheet completed through the Pay Period Ending dates noted above. This partially completed time sheet along with previously submitted time sheets will be used to calculate payroll hours for each respective payroll period.

Upon the completion of the period covered by the time sheet, please re-submit the fully completed time sheet to PSCI.

All time sheets can be faxed to (302)479-7573 or emailed to alightle@psci.com.

If you have any questions please contact Andrea Lightle at 302.334.4110.