



1835 University Blvd., Suite 224
Langley Park, MD 20783
301-434-3111
FAX 301-434-1223

TO: All Employees

FROM: Payroll and Human Resources

Subject: **Pay Check Dates Beginning December 24, 2017**

Beginning Decemeber 24, 2017, all employees will be paid in accordance with the new pay dates stated below.

| Pay Period (Number) | Period Start Date (Sunday) | Period End Date (Saturday) | Timesheet Due Date (Monday) | Pay Dates (Friday) |
|------------------------|-------------------------------|-------------------------------|--------------------------------|-----------------------|
| 1 | 12/24/2017 | 1/6/2018 | 1/8/2018 | 1/19/2018 |
| 2 | 1/7/2018 | 1/20/2018 | 1/22/2018 | 2/2/2018 |
| 3 | 1/21/2018 | 2/3/2018 | 2/5/2018 | 2/16/2018 |
| 4 | 2/4/2018 | 2/17/2018 | 2/19/2018 | 3/2/2018 |
| 5 | 2/18/2018 | 3/3/2018 | 3/5/2018 | 3/16/2018 |
| 6 | 3/4/2018 | 3/17/2018 | 3/19/2018 | 3/30/2018 |
| 7 | 3/18/2018 | 3/31/2018 | 4/2/2018 | 4/13/2018 |
| 8 | 4/1/2018 | 4/14/2018 | 4/16/2018 | 4/27/2018 |
| 9 | 4/15/2018 | 4/28/2018 | 4/30/2018 | 5/11/2018 |
| 10 | 4/29/2018 | 5/12/2018 | 5/14/2018 | 5/25/2018 |
| 11 | 5/13/2018 | 5/26/2018 | 5/28/2018 | 6/8/2018 |
| 12 | 5/27/2018 | 6/9/2018 | 6/11/2018 | 6/22/2018 |
| 13 | 6/10/2018 | 6/23/2018 | 6/25/2018 | 7/6/2018 |
| 14 | 6/24/2018 | 7/7/2018 | 7/9/2018 | 7/20/2018 |
| 15 | 7/8/2018 | 7/21/2018 | 7/23/2018 | 8/3/2018 |
| 16 | 7/22/2018 | 8/4/2018 | 8/6/2018 | 8/17/2018 |
| 17 | 8/5/2018 | 8/18/2018 | 8/20/2018 | 8/31/2018 |
| 18 | 8/19/2018 | 9/1/2018 | 9/3/2018 | 9/14/2018 |
| 19 | 9/2/2018 | 9/15/2018 | 9/17/2018 | 9/28/2018 |
| 20 | 9/16/2018 | 9/29/2018 | 10/1/2018 | 10/12/2018 |
| 21 | 9/30/2018 | 10/13/2018 | 10/15/2018 | 10/26/2018 |
| 22 | 10/14/2018 | 10/27/2018 | 10/29/2018 | 11/8/2018 |
| 23 | 10/28/2018 | 11/10/2018 | 11/12/2018 | 11/23/2018 |
| 24 | 11/11/2018 | 11/24/2018 | 11/26/2018 | 12/7/2018 |
| 25 | 11/25/2018 | 12/8/2018 | 12/10/2018 | 12/21/2018 |
| 26 | 12/9/2018 | 12/22/2018 | 12/24/2018 | 1/4/2019 |

Fax your time sheets to 1-301-434-3284 by 11:59 p.m. on the due dates listed above.