



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 25, 2016**

Beginning December 25, 2016, 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	12/25/2016	1/7/2017	1/9/2017	<b>1/20/2017</b>
2	1/8/2017	1/21/2017	1/23/2017	<b>2/3/2017</b>
3	1/22/2017	2/4/2017	2/6/2017	<b>2/17/2017</b>
4	2/5/2017	2/18/2017	2/20/2017	<b>3/3/2017</b>
5	2/19/2017	3/4/2017	3/6/2017	<b>3/17/2017</b>
6	3/5/2017	3/18/2017	3/20/2017	<b>3/31/2017</b>
7	3/19/2017	4/1/2017	4/3/2017	<b>4/14/2017</b>
8	4/2/2017	4/15/2017	4/17/2017	<b>4/28/2017</b>
9	4/16/2017	4/29/2017	5/1/2017	<b>5/12/2017</b>
10	4/30/2017	5/13/2017	5/15/2017	<b>5/26/2017</b>
11	5/14/2017	5/27/2017	5/29/2017	<b>6/9/2017</b>
12	5/28/2017	6/10/2017	6/12/2017	<b>6/23/2017</b>
13	6/11/2017	6/24/2017	6/26/2017	<b>7/7/2017</b>
14	6/25/2017	7/8/2017	7/10/2017	<b>7/21/2017</b>
15	7/9/2017	7/22/2017	7/24/2017	<b>8/4/2017</b>
16	7/23/2017	8/5/2017	8/7/2017	<b>8/18/2017</b>
17	8/6/2017	8/19/2017	8/21/2017	<b>9/1/2017</b>
18	8/20/2017	9/2/2017	9/4/2017	<b>9/15/2017</b>
19	9/3/2017	9/16/2017	9/18/2017	<b>9/29/2017</b>
20	9/17/2017	9/30/2017	10/2/2017	<b>10/13/2017</b>
21	10/1/2017	10/14/2017	10/16/2017	<b>10/27/2017</b>
22	10/15/2017	10/28/2017	10/30/2017	<b>11/9/2017</b>
23	10/29/2017	11/11/2017	11/13/2017	<b>11/24/2017</b>
24	11/12/2017	11/25/2017	11/27/2017	<b>12/8/2017</b>
25	11/26/2017	12/9/2017	12/11/2017	<b>12/22/2017</b>
26	12/10/2017	12/23/2017	12/25/2017	<b>1/5/2018</b>

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