<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
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</tbody>
</table>
|     | Exempt Pay Day  
(January 1st-31st)  
Non-Exempt Pay Period Begins  
(February 1st-15th)  
Regular Hours = 88 Hours | Non-Exempt Time Sheets Due to Payroll  
(January 16th-31st)  
Regular Hours = 80 Hours  
TimeClock Plus Hours Due by 1pm Central Time |     |     |     |     |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
|     |     |     | Non-Exempt Pay Day  
(January 16th-31st) | Non-Exempt ePAFs Due to HR  
(February 1st-15th) |     |     |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| Exempt Leave Reports Due  
(January 1st-31st)  
Non-Exempt Pay Period Ends  
(February 1st-15th)  
Regular Hours = 88 Hours | Non-Exempt Pay Period Begins  
(February 16th-28th)  
Regular Hours = 72 Hours | Non-Exempt Time Sheets Due to Payroll  
(February 16th-15th)  
Regular Hours = 88 Hours  
TimeClock Plus Hours Due by 1pm Central Time | Exempt ePAFs Due to HR  
(February 1st-15th) |     |     |     |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
|     |     |     | Non-Exempt ePAFs Due to HR  
(February 16th-28th) | Non-Exempt Pay Day  
(February 1st-15th) |     |     |
| 28  |     |     |     |     | Non-Exempt Pay Period Ends  
(February 16th-28th)  
Regular Hours = 72 Hours |     |     |