



N'CAT Tutor Program

Time Sheet Due Dates - Kronos Bi-Weekly Employees
Summer Quarter 2014

There are two things due for payroll:

1) You must **enter your hours on Kronos** (web site listed below).

<http://www.northwestern.edu/kronos>

2) All **completed Time Sheets** and the accompanying materials are due to Marcus Brown by **12:00pm** on the dates listed below (dates are subject to change). To submit your completed time sheet materials you may:

- **Scan them and send via e-mail attachment** to Marcus Brown (MarcusBrown@Northwestern.edu);
- **Fax them** to 847/491-7194; or
- **Drop them off** at Anderson Hall in the Office of Academic Services & Student Development (1501 Central St., Evanston, IL 60201)

Note: Incomplete time sheets will result in a delay of your pay.

<u>Pay Period</u>	<u>Entry Due on Kronos & Time Sheet Due Date</u>	<u>Pay Date</u>
June 22 - July 5	* <u>Thurs, July 3</u>	Fri, July 11
July 6 - July 19	<u>Fri, July 18</u>	Fri, July 25
July 20 – Aug 2	<u>Fri, Aug 1</u>	Fri, Aug 8
Aug 3 – Aug 16	<u>Fri, Aug 15</u>	Fri, Aug 22

Note: July 3rd deadline. Time sheets will be due earlier in the week (Thurs). Time sheet due dates may be subject to change. Summer Quarter ends Aug 16th.