



## Federal Management Systems, Inc. 2017 Holiday, Payday and Timesheet Schedule

2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	2017
January		★				P							T			★							P								T	January
February								P							T					★			P					T				February
March								P							T								P								T	March
April							P							T								P						T				April
May								P							T								P						★		T	May
June								P							T								P							T		June
2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	2017
July				★			P							T								P									T	July
August								P							T								P								T	August
September				★				P							T								P						T			September
October						P			★					T									P							T	October	
November								P		★					T								P	★						T	November	
December								P							T								P			★			T			December
2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	2017

**LEGENDS**

Holiday = ★

Weekend =

Timesheet Submission =

Payday =

**Instructions for Timesheet Preparation:**

- Pay period ending dates are always the 15<sup>th</sup> and the last day of the month (28<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>).
- Employee number and name must be on your timesheet.
- Total all hours across and down
- Submit all leave request forms to [timesheet@fmshq.com](mailto:timesheet@fmshq.com)