

Begin	End	Due	Payday
12/27/2015	1/9/2016	1/12/2016	1/15/2016
1/10/2016	1/23/2016	1/26/2016	1/29/2016
1/24/2016	2/6/2016	2/9/2016	2/12/2016
2/7/2016	2/20/2016	2/23/2016	2/26/2016
2/21/2016	3/5/2016	3/8/2016	3/11/2016
3/6/2016	3/19/2016	3/22/2016	3/25/2016
3/20/2016	4/2/2016	4/5/2016	4/8/2016
4/3/2016	4/16/2016	4/19/2016	4/22/2016
4/17/2016	4/30/2016	5/3/2016	5/6/2016
5/1/2016	5/14/2016	5/17/2016	5/20/2016
5/15/2016	5/28/2016	5/31/2016	6/3/2016
5/29/2016	6/11/2016	6/14/2016	6/17/2016
6/12/2016	6/25/2016	6/28/2016	7/1/2016
6/26/2016	7/9/2016	7/12/2016	7/15/2016
7/10/2016	7/23/2016	7/26/2016	7/29/2016
7/24/2016	8/6/2016	8/9/2016	8/12/2016
8/7/2016	8/20/2016	8/23/2016	8/26/2016
8/21/2016	9/3/2016	9/6/2016	9/9/2016
9/4/2016	9/17/2016	9/20/2016	9/23/2016
9/18/2016	10/1/2016	10/4/2016	10/7/2016
10/2/2016	10/15/2016	10/18/2016	10/21/2016
10/16/2016	10/29/2016	11/1/2016	11/4/2016
10/30/2016	11/12/2016	11/15/2016	11/18/2016
11/13/2016	11/26/2016	11/29/2016	12/2/2016
11/27/2016	12/10/2016	12/13/2016	12/16/2016
12/11/2016	12/24/2016	12/27/2016	12/30/2016
12/25/2016	1/7/2017	1/10/2017	1/13/2017
1/8/2017	1/21/2017	1/24/2017	1/27/2017
1/22/2017	2/4/2017	2/7/2017	2/10/2017

- Email scanned time sheets to time@lowmargins.com or fax to 650.649.2602 by noon Pacific time on the due date shown.
- Time sheets received after the due date/time may be held over until next period for processing/payment.
- Non client approved time sheets will not be processed. Time sheets with white out or corrections must be initialed by the manager to be processed.
- Checks will be ready on the pay date shown by noon, or direct deposit funds will be available on the pay date shown. Checks will be mailed by COB on pay date shown.
- Please mail the original time sheet within 30 days to : Payroll Attn: Time Cards, PO Box 219, Coquille OR 97423