

**We MUST have your SIGNED TIMESHEET submitted by 5:00 p.m. each Friday. If we do not, you cannot be paid until the next pay period. There are no exceptions to this deadline.**

- Paychecks are issued every other Friday contingent on timely receipt of signed timesheet.
- If eligible, overtime is paid at the rate of 1 1/2 times your pay rate for the assignment you have worked overtime. Overtime is any hours over 40 for the week. Work weeks run from Sunday to Saturday. If you are eligible for holiday pay, please note that it does not count towards overtime pay.
- Please read all information included with your paycheck for changes in payroll due to holidays.
- You may submit your hours into the office for which you work:

**RICHMOND**  
804-282-2652

**NORFOLK**  
757-627-7834

**NORTHERN VIRGINIA**  
877-282-2652

**RALEIGH**  
877-282-2652

**\$ = PAYDAY**

**X = LSI/MEDICUS OFFICES CLOSED**

## Pay Calendar for 2012

**January 2012**

S	M	T	W	T	F	S
1	X	3	4	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	19	20	21
22	23	24	25	26	\$	28
29	30	31				

**February 2012**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	\$	11
12	13	14	15	16	17	18
19	20	21	22	23	\$	25
26	27	28	29			

**March 2012**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	\$	10
11	12	13	14	15	16	17
18	19	20	21	22	\$	24
25	26	27	28	29	30	31

**April 2012**

S	M	T	W	T	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	13	14
15	16	17	18	19	\$	21
22	23	24	25	26	27	28
29	30					

**May 2012**

S	M	T	W	T	F	S
		2	2	3	\$	5
6	7	8	9	10	11	12
13	14	15	16	17	\$	19
20	21	22	23	24	25	26
27	X	29	30	31		

**June 2012**

S	M	T	W	T	F	S
					\$	2
3	4	5	6	7	8	9
10	11	12	13	14	\$	16
17	18	19	20	21	22	23
24	25	26	27	28	\$	30

**July 2012**

S	M	T	W	T	F	S
1	2	3	X	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	19	20	21
22	23	24	25	26	\$	28
29	30	31				

**August 2012**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	\$	11
12	13	14	15	16	17	18
19	20	21	22	23	\$	25
26	27	28	29	30	31	

**September 2012**

S	M	T	W	T	F	S
						1
2	X	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	\$	22
23	24	25	26	27	28	29
30						

**October 2012**

S	M	T	W	T	F	S
	1	2	3	4	\$	6
7	8	9	10	11	12	13
14	15	16	17	18	\$	20
21	22	23	24	25	26	27
28	29	30	31			

**November 2012**

S	M	T	W	T	F	S
				1	\$	3
4	5	6	7	8	9	10
11	12	13	14	15	\$	17
18	19	20	21	X	X	24
25	26	27	28	29	\$	

**December 2012**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	\$	15
16	17	18	19	20	21	22
23	X	X	26	27	\$	29
30	31					