



 		<p><u>Workers' Hours Finalized:</u> JobLink Workers' schedule for rest of pay period finalized by 12pm. Workers contact Supervisors and Advisor immediately with any changes.</p> <p><u>Sup. Timesheet Submission/Verification:</u> Supervisors share record of Workers' hours with TWFNY by 12pm.</p>				<h1>January 2023</h1>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
COUNTY HOLIDAY NO WORK	COUNTY HOLIDAY NO WORK				Workers' Hours Finalized Sup. Timesheet Submission/ Verification	End of Pay Period	
8	9	10	11	12	13	14	
Start of Pay Period					Sup. Timesheet Submission/ Verification		
15	16	17	18	19	20	21	
	COUNTY HOLIDAY NO WORK				Workers' Hours Finalized Sup. Timesheet Submission/ Verification	End of Pay Period	
22	23	24	25	26	27	28	
Start of Pay Period					Sup. Timesheet Submission/ Verification		
29	30	31					

 		JobLink Workers Finalized Hours: Schedule for rest of pay period finalized by 12pm. Workers contact Supervisors and Advisor immediately with any changes. Supervisor Timesheet Submission/Verification: Supervisors share record of Workers' hours with TWFNY by 12pm.			<h1>February 2023</h1>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 <div style="border: 1px solid black; padding: 2px;"> Workers' Hours Finalized Sup. Timesheet Submission/ Verification </div>	4 <div style="background-color: #fff9c4; padding: 5px;"> End of Pay Period </div>
5 <div style="background-color: #fff9c4; padding: 5px;"> Start of Pay Period </div>	6	7	8	9	10 <div style="border: 1px solid black; padding: 2px;"> Sup. Timesheet Submission/ Verification </div>	11
12	13	14	15 <div style="border: 1px solid black; padding: 2px;"> Workers' Hours Finalized Sup. Timesheet Submission/ Verification </div>	16	17	18 <div style="background-color: #fff9c4; padding: 5px;"> End of Pay Period </div>
19 <div style="background-color: #fff9c4; padding: 5px;"> Start of Pay Period </div>	20 <div style="background-color: #f08080; padding: 5px;"> COUNTY HOLIDAY NO WORK </div>	21	22	23	24	25
26	27	28				

 		JobLink Workers Finalized Hours: Schedule for rest of pay period finalized by 12pm. Workers contact Supervisors and Advisor immediately with any changes.				<h1>March 2023</h1>		
Supervisor Timesheet Submission/Verification: Supervisors share record of Workers' hours with TWFNY by 12pm.		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3	4
							<div style="background-color: #d9ead3; padding: 2px;">Workers' Hours Finalized</div> <div style="background-color: #f4cccc; padding: 2px;">Sup. Timesheet Submission/ Verification</div>	End of Pay Period
5 Start of Pay Period					8	9	10	11
							<div style="background-color: #f4cccc; padding: 2px;">Sup. Timesheet Submission/ Verification</div>	
12					15	16	17	18
							<div style="background-color: #d9ead3; padding: 2px;">Workers' Hours Finalized</div> <div style="background-color: #f4cccc; padding: 2px;">Sup. Timesheet Submission/ Verification</div>	End of Pay Period
19 Start of Pay Period					22	23	24	25
							<div style="background-color: #f4cccc; padding: 2px;">Sup. Timesheet Submission/ Verification</div>	
26					29	30	31	
							<div style="background-color: #d9ead3; padding: 2px;">Workers' Hours Finalized</div> <div style="background-color: #f4cccc; padding: 2px;">Sup. Timesheet Submission/ Verification</div>	