CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

DEPARTMENT OF FINANCE
Rebecca Miller, Controller
Misti Horvath, Deputy Controller

2015 YEAR-END HOURLY PAYMENT SCHEDULE
and
2016 HOURLY PAYMENT SCHEDULE

Pay Number	Pay Date 2015	Time Covered
26	Dec. 18	Nov. 28 – Dec. 11
27	Dec. 31	Dec. 12 - Dec. 25

---------- 2016 ----------

Employees are paid biweekly, every other Friday. Direct deposit is mandatory for all full-time and part-time employees. If Friday is a holiday, payday will be the preceding workday. The current procedure for early distribution of vacation pay will continue in effect. Requests for FTO buy back must be made to your department head at least two weeks before the payday you wish to receive the bonus.

Pay Number	Pay Date 2016	Time Covered
1	Jan. 15	Dec. 26 – Jan. 08
2	Jan. 29	Jan. 09 – Jan. 22
3	Feb. 12	Jan. 23 – Feb. 05
4	Feb. 26	Feb. 06 – Feb. 19
5	Mar. 11	Feb. 20 – Mar. 04
6	Mar. 25	Mar. 05 – Mar. 18
7	Apr. 08	Mar. 19 – Apr. 01
8	Apr. 22	Apr. 02 – Apr. 15
9	May 06	Apr. 16 – Apr. 29
10	May 20	Apr. 30 – May 13
11	June 03	May 14 – May 27
12	June 17	May 28 – June 10
13	July 01	June 11 – June 24
14	July 15	June 25 – July 08
15	July 29	July 09 – July 22
16	Aug. 12	July 23 – Aug. 05
17	Aug. 26	Aug. 06 – Aug. 19
18	Sep. 09	Aug. 20 – Sept. 02
19	Sep. 23	Sept. 03 – Sept. 16
20	Oct. 07	Sept. 17 – Sept. 30
21	Oct. 21	Oct. 01 – Oct. 14
22	Nov. 04	Oct. 15 – Oct. 28
23	Nov. 18	Oct. 29 – Nov. 11
24	Dec. 02	Nov. 12 – Nov. 25
25	Dec. 16	Nov. 26 – Dec. 09
26	Dec. 30	Dec. 10 – Dec. 23

City Hall • 600 East Third Street • P.O. Box 363 • Mishawaka, Indiana 46546-0363
Telephone: (574) 258-1622 • FAX (574) 258-1724