# Schedule of 2018-2019 Biweekly Pay Periods

## Payroll Period No. | Pay Period From | Pay Period Thru | Due to Payroll Dpt (by Noon) | Paydate | Longevity Pay Dates | # Days Paid
--- | --- | --- | --- | --- | --- | ---
1 | Aug 26 | Sep 08 | Sep 10 | 09/14/18 | L | 10
2 | Sep 09 | Sep 22 | Sep 24 | 09/28/18 | 10
3 | Sep 23 | Oct 06 | Oct 08 | 10/12/18 | L | 10
4 | Oct 07 | Oct 20 | Oct 22 | 10/26/18 | 10
5 | Oct 21 | Nov 03 | Nov 05 | 11/09/18 | L | 10
6 | Nov 04 | Nov 17 | Nov 14 | 11/21/18 | 10
* 7 | Nov 18 | Dec 01 | Dec 03 | 12/07/18 | L | 10
8 | Dec 02 | Dec 15 | Dec 17 | 12/21/18 | 10
* 9 | Dec 16 | Dec 29 | Dec 19 | 01/04/19 | 10
* 10 | Dec 30 | Jan 12 | Jan 14 | 01/18/19 | L | 10
* 11 | Jan 13 | Jan 26 | Jan 28 | 02/01/19 | 10
12 | Jan 27 | Feb 09 | Feb 11 | 02/15/19 | L | 10
13 | Feb 10 | Feb 23 | Feb 25 | 03/01/19 | 10
E 14 | Feb 24 | Mar 09 | Mar 08 | 03/14/19 | L | 10
* 15 | Mar 10 | Mar 23 | Mar 25 | 03/29/19 | (No Ins) | 10
16 | Mar 24 | Apr 06 | Apr 08 | 04/12/19 | L | 10
17 | Apr 07 | Apr 20 | Apr 22 | 04/26/19 | 10
18 | Apr 21 | May 04 | May 06 | 05/10/19 | L | 10
19 | May 05 | May 18 | May 20 | 05/24/19 | 10
* 20 | May 19 | Jun 01 | Jun 03 | 06/07/19 | L | 10
21 | Jun 02 | Jun 15 | Jun 17 | 06/21/19 | 10
22 | Jun 16 | Jun 29 | Jul 01 | 07/05/19 | 10
* 23 | Jun 30 | Jul 13 | Jul 15 | 07/19/19 | L | 10
24 | Jul 14 | Jul 27 | Jul 29 | 08/02/19 | 10
25 | Jul 28 | Aug 10 | Aug 12 | 08/16/19 | L | 10
26 | Aug 11 | Aug 24 | Aug 26 | 08/30/19 | (No Ins) | 10

**E** = Estimated Time Sheets  
**L** - Longevity Paid  
**E** = Estimated Time Sheets  
**H**oliday Adjustments  
**L** - Longevity Paid

### *Holiday Schedule*
- Labor Day: Sep 3
- Thanksgiving: Nov 22-23
- Christmas/New Year: Dec 24-Jan 1
- MLK, Jr. Day: Jan 21
- Spring Break: Mar 15
- Memorial Day: May 27
- Independence Day: July 4
- Note for departments:
  - To avoid employee not receiving a pay check, make sure all business processes are in a completed status.

### Payroll Periods:
- #1 through #8 will be paid under "Fall" semester Work Study
- #9 through #19 will be paid under "Spring" semester Work Study
- #20 through #22 will be paid under "Summer Session I" Work Study
- #23 through #26 will be paid under "Summer Session II" Work Study

### Note for Biweekly Employees:
All onboarding questions must be completed. Read the deposit declaration question carefully.