



PAYROLL OFFICE

Time Sheet Deadlines

**Schedule of 2018-2019 Biweekly Pay Periods
(Fiscal Year 2019)**

<u>Payroll Period No.</u>	<u>Pay Period From</u>	<u>Pay Period Thru</u>	<u>Due to Payroll Dpt (by Noon)</u>	<u>Paydate</u>	<u>Longevity Pay Dates</u>	<u># Days Paid</u>
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
E 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 *Holiday Adjustments L - Longevity Paid

<u>*Holiday Schedule</u>			
Labor Day	Sep 3	Spring Break	Mar 15
Thanksgiving	Nov 22-23	Memorial Day	May 27
Christmas/New Year	Dec 24-Jan 1	Independence Day	July 4
MLK, Jr. Day	Jan 21		

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 departments:

To avoid employee not receiving a pay check, make sure all business processes are in a completed status.

Note for Biweekly Employees:

All onboarding questions must be completed. Read the deposit declaration question carefully.