

2018-2019 Time Sheet Schedule for Payroll

| Time Sheets Due to Payroll | Dates Worked | Payroll Date | Time Sheets Due to Payroll | Dates Worked | Payroll Date |
|---|-------------------------|---------------------|---|-------------------------|---------------------|
| July 2 | Jun 16-30 | July 13 | July 16 | Jul 1-15 | July 30 |
| Aug 1 | Jul 16-31 | Aug 15 | Aug 16 | Aug 1-15 | Aug 30 |
| Sep 1 | Aug 16-31 | Sep 14 | Sep 17 | Sep 1-15 | Sep 28 |
| Oct 1 | Sep 16-30 | Oct 15 | Oct 16 | Oct 1-15 | Oct 30 |
| Nov 1 | Oct 16-31 | Nov 15 | Nov 16 | Nov 1-15 | Nov 30 |
| Dec 3 | Nov 16-30 | Dec 14 | Dec 17 | Dec 1-15 | Dec 21 |
| Jan 8 | Dec 16-31 | Jan 15 | Jan 16 | Jan 1-15 | Jan 30 |
| Feb 1 | Jan 16-31 | Feb 15 | Feb 17 | Feb 1-15 | Feb 28 |
| Mar 1 | Feb 16-28 | Mar 15 | Mar 18 | Mar 1-15 | Mar 22 |
| Apr 1 | Mar 16-31 | Apr 15 | Apr 16 | Apr 1-15 | Apr 30 |
| May 1 | Apr 16-30 | May 15 | May 16 | May 1-15 | May 30 |
| Jun 3 | May 16-31 | June 14 | Jun 17 | Jun 1-15 | Jun 28 |

Time sheets are due for approval w/signatures on pay days.

Please note: dates are subject to change

Please contact the payroll office with any questions. Ext 1609