

PAYROLL CALENDAR
2018-2019

JULY 2018

16-Jul Time Sheet/Leave Cut-Off - noon
31-Jul Pay Day

AUGUST 2018

15-Aug Time Sheet/Leave Cut-Off - noon
~~31~~ **30-Aug** Pay Day

SEPTEMBER 2018

17-Sep Time Sheet/Leave Cut-Off - noon
28-Sep Pay Day

OCTOBER 2018

16-Oct Time Sheet/Leave Cut-Off - noon
31-Oct Pay Day

NOVEMBER 2018

15-Nov Time Sheet/Leave Cut-Off - noon
30-Nov Pay Day

DECEMBER 2018

13-Dec Time Sheet/Leave Cut-Off - noon
~~21~~ **20-Dec** Pay Day

JANUARY 2019

15-Jan Time Sheet/Leave Cut-Off - noon
31-Jan Pay Day

FEBRUARY 2019

15-Feb Time Sheet/Leave Cut-Off - noon
28-Feb Pay Day

MARCH 2019

15-Mar Time Sheet/Leave Cut-Off - noon
29-Mar Pay Day

APRIL 2019

15-Apr Time Sheet/Leave Cut-Off - noon
30-Apr Pay Day

MAY 2019

15-May Time Sheet/Leave Cut-Off - noon
31-May Pay Day

JUNE 2019 *Post leave THROUGH 6/28/2019**

14-Jun Time Sheet/Leave Cut-Off - noon
28-Jun Pay Day

**PLEASE REMEMBER THAT PAYROLL INFORMATION SUBMITTED AFTER THE CUT-OFF
WILL BE PROCESSED ON THE FOLLOWING PERTINENT PAYROLL.**

Cut-Off means that all leave entry, time sheets or lists are due TO Payroll by noon. Any changes requiring action by another department before being sent to Payroll should be submitted in plenty of time for that department to meet the Payroll Cut-Off.