

2019 Payroll Calendar

- ✓ You **MUST** follow the due dates so that Payroll Services can enter and process information into the system most efficiently.
- ✓ Payroll Services does not process information received **AFTER** the due date until your **NEXT** payroll.
- ✓ Keep this calendar for daily reference.

Employees: [Submit Time and Leave Reports](#) to supervisor by 4:30 p.m. the last day worked in the pay period (15th and last day of the month).

Supervisors: [Submit approved Time and Leave Reports](#) to payroll by 4:30 p.m. the first business day after pay period ends (1st and 16th).

PAY PERIOD	DUE DATE	PAY DATE
01/01/19 THRU 01/15/19	01/15/19	01/25/19
01/16/19 THRU 01/31/19	01/31/19	02/11/19
02/01/19 THRU 02/15/19	02/15/19	02/25/19
02/16/19 THRU 02/28/19	02/28/19	03/11/19
03/01/19 THRU 03/15/19	03/15/19	03/25/19
03/16/19 THRU 03/31/19	03/31/19	04/10/19
04/01/19 THRU 04/15/19	04/15/19	04/25/19
04/16/19 THRU 04/30/19	04/30/19	05/10/19
05/01/19 THRU 05/15/19	05/15/19	05/25/19
05/16/19 THRU 05/31/19	05/31/19	06/10/19
06/01/19 THRU 06/15/19	06/15/19	06/25/19
06/16/19 THRU 06/30/19	06/30/19	07/10/19
07/01/19 THRU 07/15/19	07/15/19	07/25/19
07/16/19 THRU 07/31/19	07/31/19	08/09/19
08/01/19 THRU 08/15/19	08/15/19	08/25/19
08/16/19 THRU 08/31/19	08/31/19	09/10/19
09/01/19 THRU 09/15/19	09/15/19	09/25/19
09/16/19 THRU 09/30/19	09/30/19	10/10/19
10/01/19 THRU 10/15/19	10/15/19	10/25/19
10/16/19 THRU 10/31/19	10/31/19	11/08/19
11/01/19 THRU 11/15/19	11/15/19	11/25/19
11/16/19 THRU 11/30/19	11/30/19	12/10/19
12/01/19 THRU 12/15/19	12/15/19	12/23/19
12/16/19 THRU 12/31/19	12/31/19	01/10/20