



7100 Northland Circle
Suite 105
Minneapolis, MN 55428

LOTUS TECHNICAL

2019 Payroll Schedule

Payroll Cycle	Week Ending Dates Covered		Payday
	Week 1	Week 2	
1	12/16/2018	12/23/2018	1/1/2019
2	12/30/2018	1/6/2019	1/15/2019
3	1/13/2019	1/20/2019	1/29/2019
4	1/27/2019	2/3/2019	2/12/2019
5	2/10/2019	2/17/2019	2/26/2019
6	2/24/2019	3/3/2019	3/12/2019
7	3/10/2019	3/17/2019	3/26/2019
8	3/24/2019	3/31/2019	4/9/2019
9	4/7/2019	4/14/2019	4/23/2019
10	4/21/2019	4/28/2019	5/7/2019
11	5/5/2019	5/12/2019	5/21/2019
12	5/19/2019	5/26/2019	6/4/2019
13	6/2/2019	6/9/2019	6/18/2019
14	6/16/2019	6/23/2019	7/2/2019
15	6/30/2019	7/7/2019	7/16/2019
16	7/14/2019	7/21/2019	7/30/2019
17	7/28/2019	8/4/2019	8/13/2019
18	8/11/2019	8/18/2019	8/27/2019
19	8/25/2019	9/1/2019	9/10/2019
20	9/8/2019	9/15/2019	9/24/2019
21	9/22/2019	9/29/2019	10/8/2019
22	10/6/2019	10/13/2019	10/22/2019
23	10/20/2019	10/27/2019	11/5/2019
24	11/3/2019	11/10/2019	11/19/2019
25	11/17/2019	11/24/2019	12/3/2019
26	12/1/2019	12/8/2019	12/17/2019
27	12/15/2019	12/22/2019	12/31/2019
28	12/29/2019	1/5/2020	1/14/2020
29	1/12/2020	1/19/2020	1/28/2020

Employee To Do List:

1. All hours are due by noon **every** Monday
2. Fax/email approved timecards every Monday
3. Notify Lotus of any vacation plans

Phone: 763-307-6500

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Work is hectic. Getting help doesn't have to be.