



## 2019 Payroll Schedule

### IMPORTANT REMINDERS:

Payroll is paid every other Friday, unless the bi-weekly Friday falls on banking holiday, in which case payroll is paid on the first preceding business day.

Approved timesheets must be received within 3 days of the timesheet period end date. **Timesheets including hours to be paid during a payroll period which are not received by 5:00 p.m. on the Friday prior to the pay date will be paid retroactively on a future pay check.**

### Paid holidays in 2019 for eligible employees:

<b>New Year's Day</b>	Tuesday, January 1st
<b>Memorial Day</b>	Monday, May 27th
<b>Independence Day</b>	Thursday, July 4th
<b>Labor Day</b>	Monday, September 2nd
<b>Thanksgiving</b>	Thursday, November 28th through Friday, November 29th (2 days)
<b>Christmas</b>	Wednesday, December 25th and Thursday, December 26th (2 days)

Pay Period Start	Pay Period End	Timesheet Deadline (by 8:00 am EST)	Pay Date
12/9/2018	12/22/2018	12/26/2018	1/4/2019
12/23/2018	1/5/2019	1/9/2019	1/18/2019
1/6/2019	1/19/2019	1/23/2019	2/1/2019
1/20/2019	2/2/2019	2/6/2019	2/15/2019
2/3/2019	2/16/2019	2/20/2019	3/1/2019
2/17/2019	3/2/2019	3/6/2019	3/15/2019
3/3/2019	3/16/2019	3/20/2019	3/29/2019
3/17/2019	3/30/2019	4/3/2019	4/12/2019
3/31/2019	4/13/2019	4/17/2019	4/26/2019
4/14/2019	4/27/2019	5/1/2019	5/10/2019
4/28/2019	5/11/2019	5/15/2019	5/24/2019
5/12/2019	5/25/2019	5/29/2019	6/7/2019
5/26/2019	6/8/2019	6/12/2019	6/21/2019
6/9/2019	6/22/2019	6/26/2019	7/5/2019
6/23/2019	7/6/2019	7/10/2019	7/19/2019
7/7/2019	7/20/2019	7/24/2019	8/2/2019
7/21/2019	8/3/2019	8/7/2019	8/16/2019
8/4/2019	8/17/2019	8/21/2019	8/30/2019
8/18/2019	8/31/2019	9/4/2019	9/13/2019
9/1/2019	9/14/2019	9/18/2019	9/27/2019
9/15/2019	9/28/2019	10/2/2019	10/11/2019
9/29/2019	10/12/2019	10/16/2019	10/25/2019
10/13/2019	10/26/2019	10/30/2019	11/8/2019
10/27/2019	11/9/2019	11/13/2019	11/22/2019

11/10/2019	11/23/2019	11/27/2019	12/6/2019
11/24/2019	12/7/2019	12/11/2019	12/20/2019