

2019 PAYROLL DEADLINES
*for Non-Full Time Employees (applies to
leaves and addition to pay requests)*



All leave request are to be submitted to your supervisor for approval a minimum of 10 days prior to the start of your leave except in extenuating circumstances.

In extenuating circumstances (sick, bereavement, etc.), please submit your request in accordance with the deadlines below in order to ensure that your pay/attendance is accurate.

Pay Period Start Date (Week 1)	Pay Period End Date (Week 2)	<i>Deadline for Employee to Submit</i>	<i>Deadline for Manager to Approve</i>	PAYROLL DEPOSIT DATE
December 9, 2018	December 22, 2018	December 17, 2018	December 19, 2018	January 04, 2019
December 23, 2018	January 05, 2019	January 07, 2019	January 09, 2019	January 18, 2019
January 06, 2019	January 19, 2019	January 21, 2019	January 23, 2019	February 01, 2019
January 20, 2019	February 02, 2019	February 04, 2019	February 06, 2019	February 15, 2019
February 03, 2019	February 16, 2019	February 18, 2019	February 20, 2019	March 01, 2019
February 17, 2019	March 02, 2019	March 04, 2019	March 06, 2019	March 15, 2019
March 03, 2019	March 16, 2019	March 18, 2019	March 20, 2019	March 29, 2019
March 17, 2019	March 30, 2019	April 01, 2019	April 03, 2019	April 12, 2019
March 31, 2019	April 13, 2019	April 15, 2019	April 17, 2019	April 26, 2019
April 14, 2019	April 27, 2019	April 29, 2019	May 1, 2019	May 10, 2019
April 28, 2019	May 11, 2019	May 13, 2019	May 15, 2019	May 24, 2019
May 12, 2019	May 25, 2019	May 27, 2019	May 29, 2019	June 07, 2019
May 26, 2019	June 08, 2019	June 10, 2019	June 12, 2019	June 21, 2019
June 09, 2019	June 22, 2019	June 24, 2019	June 26, 2019	July 05, 2019
June 23, 2019	July 06, 2019	July 08, 2019	July 10, 2019	July 19, 2019
July 07, 2019	July 20, 2019	July 22, 2019	July 24, 2019	August 2, 2019
July 21, 2019	August 03, 2019	August 06, 2019	August 07, 2019	August 16, 2019
August 04, 2019	August 17, 2019	August 19, 2019	August 21, 2019	August 30, 2019
August 18, 2019	August 31, 2019	September 03, 2019	September 04, 2019	September 13, 2019
September 01, 2019	September 14, 2019	September 16, 2019	September 18, 2019	September 27, 2019
September 15, 2019	September 28, 2019	September 30, 2019	October 02, 2019	October 11, 2019
September 29, 2019	October 12, 2019	October 14, 2019	October 16, 2019	October 25, 2019
October 13, 2019	October 26, 2019	October 28, 2019	October 30, 2019	November 08, 2019
October 27, 2019	November 09, 2019	November 11, 2019	November 13, 2019	November 22, 2019
November 10, 2019	November 23, 2019	November 25, 2019	November 27, 2019	December 06, 2019
November 24, 2019	December 07, 2019	December 09, 2019	December 11, 2019	December 20, 2019

All late addition to pay requests will be paid on the following pay date.

***** Revisions to some dates may be required*****