

## Staff Payroll Schedule

### Bi-Weekly Staff Time and Labor & Absence Management Schedule

Pay Periods	Document Receipt Date to Payroll by 5:00pm	Time and Labor & Absence Management Lock Out at Noon (Except for Highlighted dates will close at 10am)	Time and Labor & Absence Management Reopens	Check Date
6/17/18 - 6/30/18	6/22/18	6/29/18	7/4/18	7/6/18
7/1/18 - 7/14/18	7/6/18	7/15/18	7/18/18	7/20/18
7/15/18 - 7/28/18	7/20/18	7/29/18	8/1/18	8/3/18
7/29/18 - 8/11/18	8/3/18	8/12/18	8/15/18	8/17/18
8/12/18 - 8/25/18	8/17/18	8/26/18	8/29/18	8/31/18
8/26/18 - 9/8/18	8/31/18	9/9/18	9/12/18	9/14/18
9/9/18 - 9/22/18	9/14/18	9/23/18	9/26/18	9/28/18
9/23/18 - 10/6/18	9/28/18	10/7/18	10/10/18	10/12/18
10/7/18 - 10/20/18	10/12/18	10/21/18	10/24/18	10/26/18
10/21/18 - 11/3/18	10/26/18	11/4/18	11/7/18	11/9/18
11/4/18 - 11/17/18	11/9/18	11/16/18	11/21/18	11/23/18
11/18/18 - 12/1/18	11/21/18	12/2/18	12/5/18	12/7/18
12/2/18 - 12/15/18	12/7/18	12/16/18	12/19/18	12/21/18
12/16/18 - 12/29/18	12/7/18	12/27/18	1/2/19	1/4/19
12/30/18 - 1/12/19	1/4/19	1/13/19	1/16/19	1/18/19
1/13/19 - 1/26/19	1/18/19	1/27/19	1/30/19	2/1/19
1/27/19 - 2/9/19	2/1/19	2/10/19	2/13/19	2/15/19
2/10/19 - 2/23/19	2/15/19	2/24/19	2/27/19	3/1/19
2/24/19 - 3/9/19	3/1/19	3/10/19	3/13/19	3/15/19
3/10/19 - 3/23/19	3/15/19	3/24/19	3/27/19	3/29/19
3/24/19 - 4/6/19	3/29/19	4/7/19	4/10/19	4/12/19
4/7/19 - 4/20/19	4/12/19	4/21/19	4/24/19	4/26/19
4/21/19 - 5/4/19	4/26/19	5/5/19	5/8/19	5/10/19
5/5/19 - 5/18/19	5/10/19	5/19/19	5/22/19	5/24/19
5/19/19 - 6/1/19	5/24/19	6/2/19	6/5/19	6/7/19
6/2/19 - 6/15/19	6/7/19	6/16/19	6/19/19	6/21/19
6/16/19 - 6/29/19	6/21/19	6/28/19	7/3/19	7/5/19
6/30/19 - 7/13/19	7/5/19	7/14/19	7/17/19	7/19/19

Highlighted dates Time and Labor & Absence Management will Close at 10:00

## Monthly Staff Payroll Schedule

<b>Month</b>	<b>Document Receipt Date to Payroll by 5:00pm</b>	<b>Check Date</b>
Jul-18	7/17/18	7/31/18
Aug-18	8/17/18	8/31/18
Sep-18	9/14/18	9/28/18
Oct-18	10/17/18	10/31/18
Nov-18	11/12/18	11/30/18
Dec-18	12/12/18	12/31/18
Jan-19	1/17/19	1/31/19
Feb-19	2/14/19	2/28/19
Mar-19	3/15/19	3/29/19
Apr-19	4/16/19	4/30/19
May-19	5/17/19	5/31/19
Jun-19	6/14/19	6/28/19

## Fee-Based Staff

<b>Month</b>	<b>Document Receipt Date to Payroll by 5:00pm</b>	<b>Check Date</b>
Jul-18	7/17/18	7/31/18
Aug-18	8/17/18	8/31/18
Sep-18	9/14/18	9/28/18
Oct-18	10/17/18	10/31/18
Nov-18	11/11/18	11/30/18
Dec-18	12/12/17	12/31/18
Jan-19	1/17/19	1/31/19
Feb-19	2/14/19	2/28/19
Mar-19	3/15/19	3/29/19
Apr-19	4/16/19	4/30/19
May-19	5/17/19	5/31/19
Jun-19	6/14/19	6/28/19