

STAFF PAYROLL PAY DATES

The following schedule indicates the pay period, the date paid, and the time report due dates for the **STAFF payroll calendar year 2018-2019**.

*The due dates/paydates are subject to change if payroll decides such need arises.
In the event of a change of any of these dates, a college wide email will be sent out to all employees.*

PAY PERIOD			TIME REPORTS DUE DATE FOR EMPLOYEES	PAY DATE
09/09/18	TO	09/22/18	09/21/18	09/28/18
09/23/18	TO	10/06/18	10/05/18	10/12/18
10/07/18	TO	10/20/18	10/19/18	10/26/18
10/21/18	TO	11/03/18	11/02/18	11/09/18
11/04/18	TO	11/17/18	11/15/18 **^	11/21/18 ***
11/18/18	TO	12/01/18	11/30/18	12/07/18
12/02/18	TO	12/15/18	12/13/18 **^	12/21/18
12/16/18	TO	12/29/18	12/21/18 **^	01/04/19
12/30/18	TO	01/12/19	01/11/19	01/18/19
01/13/19	TO	01/26/19	01/25/19	02/01/19
01/27/19	TO	02/09/19	02/08/19	02/15/19
02/10/19	TO	02/23/19	02/22/19	03/01/19
02/24/19	TO	03/09/19	03/08/19	03/15/19
03/10/19	TO	03/23/19	03/22/19	03/29/19
03/24/19	TO	04/06/19	04/05/19	04/12/19
04/07/19	TO	04/20/19	04/18/19 **^	04/26/19
04/21/19	TO	05/04/19	05/03/19	05/10/19
05/05/19	TO	05/18/19	05/17/19	05/24/19
05/19/19	TO	06/01/19	05/31/19	06/07/19
06/02/19	TO	06/15/19	06/14/19	06/21/19
06/16/19	TO	06/29/19	06/27/19 **^	07/05/19
06/30/19	TO	07/13/19	07/12/19	07/19/19
07/14/19	TO	07/27/19	07/26/19	08/02/19
07/28/19	TO	08/10/19	08/09/19	08/16/19
08/11/19	TO	08/24/19	08/23/19	08/30/19
08/25/19	TO	09/07/19	09/06/19	09/13/19
09/08/19	TO	09/21/19	09/20/19	09/27/19

*** Early paydate

**Earlier time change for submission and Supervisor approval

^employees have until 4 pm to submit; supervisor must approve by 11:59 pm that day

^^plan ahead - college is closed

TIME REPORTS RECEIVED BY THE PAYROLL DEPARTMENT AFTER THE DUE DATE WILL NOT BE PROCESSED UNTIL THE FOLLOWING PAY CYCLE.