



# 2019 Semi-Monthly PAYROLL SCHEDULE

<i><b>PAY PERIOD</b></i> <i><b>If you work between these dates</b></i>	<i><b>SUBMIT BY</b></i> <i><b>(Vouchers and Expense Reports)</b></i>	<i><b>PAY DATE</b></i>
<i>December 16, 2018 - December 31, 2018</i>	January 8, 2019	January 15, 2019
<i>January 1, 2019 - January 15, 2019</i>	January 24, 2019	January 31, 2019
<i>January 16, 2019 - January 31, 2019</i>	February 8, 2019	February 15, 2019
<i>February 1, 2019 - February 15, 2019</i>	February 21, 2019	February 28, 2019
<i>February 16, 2019 - February 28, 2019</i>	March 8, 2019	March 15, 2019
<i>March 1, 2019 - March 15, 2019</i>	March 22, 2019	March 29, 2019
<i>March 16, 2019 - March 31, 2019</i>	April 9, 2019	April 15, 2019
<i>April 1, 2019 - April 15, 2019</i>	April 23, 2019	April 30, 2019
<i>April 16, 2019 - April 30, 2019</i>	May 8, 2019	May 15, 2019
<i>May 1, 2019 - May 15, 2019</i>	May 24, 2019	May 31, 2019
<i>May 16, 2019 - May 31, 2019</i>	June 7, 2019	June 14, 2019
<i>June 1, 2019 - June 15, 2019</i>	June 21, 2019	June 28, 2019
<i>June 16, 2019 - June 30, 2019</i>	July 8, 2019	July 15, 2019
<i>July 1, 2019 - July 15, 2019</i>	July 24, 2019	July 31, 2019
<i>July 16, 2019 - July 31, 2019</i>	August 8, 2019	August 15, 2019
<i>August 1, 2019 - August 15, 2019</i>	August 23, 2019	August 30, 2019
<i>August 16, 2019 - August 31, 2019</i>	September 9, 2019	September 16, 2019
<i>September 1, 2019 - September 15, 2019</i>	September 23, 2019	September 30, 2019
<i>September 16, 2019 - September 30, 2019</i>	October 8, 2019	October 15, 2019
<i>October 1, 2019 - October 15, 2019</i>	October 24, 2019	October 31, 2019
<i>October 16, 2019 - October 31, 2019</i>	November 8, 2019	November 15, 2019
<i>November 1, 2019 - November 15, 2019</i>	November 22, 2019	November 29, 2019
<i>November 16, 2019 - November 30, 2019</i>	December 9, 2019	December 16, 2019
<i>December 1, 2019 - December 15, 2019</i>	December 24, 2019	December 31, 2019

**How to Use this Schedule:** For *Pay Date* of March 15, 2019, work vouchers and expense reports should be *Submitted By* March 8th, for *work performed* during the *Pay Period* February 16<sup>th</sup> – February 28<sup>th</sup>.

Pay periods cover the 1<sup>st</sup> through the 15<sup>th</sup>, and the 16<sup>th</sup> through the last day of the month. In the event, you have a flight that starts in one pay period, and ends in the next, you may include all the flight days on one work voucher, and submit with the earlier pay period. In general, work performed during the first half of the month will be paid on the last day of that month, and work performed during the second half of the month will be paid on the 15<sup>th</sup> of the following month, with exceptions to when a holiday or weekend fall on those days.