



2019 Semi-Monthly PAYROLL SCHEDULE

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

Pay periods cover the 1st through the 15th, and the 16th 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 15th of the following month, with exceptions to when a holiday or weekend fall on those days.