

## **2019 HOURLY TIME SHEET CUT OFF SCHEDULE**

Hourly time sheets are due in Department finance by 12 pm on the date indicated below in the cut-off column.

**ALL** time sheets received in Department finance after cut-off **WILL** be added to next pay period.

<b>Hourly Pay Period 2019</b>	<b>Hourly Time Sheet Cut-off 12pm</b>	<b>Hourly Pay Day 2019</b>
JAN 1-15	15- JAN	23 – JAN
JAN 16 -31	31 – JAN	08- FEB
FEB 1-15	13 – FEB	22 – FEB
FEB 16 -28	28 – FEB	08- MAR
MAR 1-15	14- MAR	22- MAR
MAR16 - 31	27- MAR	08 – APR
APR 1 - 15	14- APR	23 – APR
APR 16 -30	30 – APR	08- MAY
MAY 1 -15	14- MAY	23 – MAY
MAY 16 -31	30- MAY	07 – JUN
JUN 1 -15	13-JUN	21 – JUN
JUN 16 -30	27-JUN	08 – JUL
JUL 1 – 15	15-JUL	23 – JUL
JUL 16 – 31	30-JUL	08 – AUG
AUG 1 – 15	15-AUG	23 – AUG
AUG 16 – 31	28 – AUG	06 – SEP
SEP 1 -15	15- SEP	23 – SEP
SEP 16 – 30	30 – SEP	08 – OCT
OCT 1 – 15	15 – OCT	23 – OCT
OCT 16 -31	31-OCT	08 – NOV
NOV 1 – 15	14- NOV	22- NOV
NOV 16 -30	28 – NOV	06 – DEC
DEC 1 – 15	15 – DEC	23 – DEC
DEC 16 -31	22- DEC	08 – JAN 2020

