

2019 PART-TIME PARYOLL PROCESSING DEADLINES

<u>PAY PERIOD</u>	<u>PERIOD WORKED</u>	<u>PAY DATE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
			<u>DEADLINE FOR ELECTRONIC TIME COMPLETION</u>		<u>DEADLINE INFORMATION TO PAYROLL</u>
			<u>Every second Sunday, 11:59 p.m.</u>		<u>(Manual timesheets)</u>
Column 1	Column 2	Column 3	Column 4	Column 5	
01	Dec 17/18 - Dec 30/18	January 11, 2019	Sunday, December 30, 2018	*Wednesday, January 2, 2019	
02	Dec 31/18 - Jan 13/19	January 25, 2019	Sunday, January 13, 2019	Tuesday, January 15, 2019	
03	Jan 14/19 - Jan 27/19	February 8, 2019	Sunday, January 27, 2019	Tuesday, January 29, 2019	
04	Jan 28/19 - Feb 10/19	February 22, 2019	Sunday, February 10, 2019	Tuesday, February 12, 2019	
05	Feb 11/19 - Feb 24/19	March 8, 2019	Sunday, February 24, 2019	Tuesday, February 26, 2019	
06	Feb 25/19 - Mar 10/19	March 22, 2019	Sunday, March 10, 2019	Tuesday, March 12, 2019	
07	Mar 11/19 - Mar 24/19	April 5, 2019	Sunday, March 24, 2019	Tuesday, March 26, 2019	
08	Mar 25/19 - Apr 7/19	April 18, 2019	Sunday, April 7, 2019	Tuesday, April 9, 2019	
09	Apr 8/19 - Apr 21/19	May 3, 2019	Sunday, April 21, 2019	Tuesday, April 23, 2019	
10	Apr 22/19 - May 5/19	May 17, 2019	Sunday, May 5, 2019	Tuesday, May 7, 2019	
11	May 6/19 - May 19/19	May 31, 2019	Sunday, May 19, 2019	Tuesday, May 21, 2019	
12	May 20/19 - Jun 2/19	June 14, 2019	Sunday, June 2, 2019	Tuesday, June 4, 2019	
13	Jun 3/19 - Jun 16/19	June 28, 2019	Sunday, June 16, 2019	Tuesday, June 18, 2019	
14	Jun 17/19 - Jun 30/19	July 12, 2019	Sunday, June 30, 2019	Tuesday, July 2, 2019	
15	Jul 1/19 - Jul 14/19	July 26, 2019	Sunday, July 14, 2019	Tuesday, July 16, 2019	
16	Jul 15/19 - Jul 28/19	August 9, 2019	Sunday, July 28, 2019	Tuesday, July 30, 2019	
17	Jul 29/19 - Aug 11/19	August 23, 2019	Sunday, August 11, 2019	Tuesday, August 13, 2019	
18	Aug 12/19 - Aug 25/19	September 6, 2019	Sunday, August 25, 2019	Tuesday, August 27, 2019	
19	Aug 26/19 - Sep 8/19	September 20, 2019	Sunday, September 8, 2019	Tuesday, September 10, 2019	
20	Sep 9/19 - Sep 22/19	October 4, 2019	Sunday, September 22, 2019	Tuesday, September 24, 2019	
21	Sep 23/19 - Oct 6/19	October 18, 2019	Sunday, October 6, 2019	Tuesday, October 8, 2019	
22	Oct 7/19 - Oct 20/19	November 1, 2019	Sunday, October 20, 2019	Tuesday, October 22, 2019	
23	Oct 21/19 - Nov 3/19	November 15, 2019	Sunday, November 3, 2019	Tuesday, November 5, 2019	
24	Nov 4/19 - Nov 17/19	November 29, 2019	Sunday, November 17, 2019	Tuesday, November 19, 2019	
25	Nov 18/19 - Dec 1/19	December 13, 2019	Sunday, December 1, 2019	Tuesday, December 3, 2019	
26	Dec 2/19 - Dec 15/19	December 27, 2019	**Sunday, December 8, 2019	**Tuesday, December 10, 2019 - NOON	

****Early Submission for Time Entry & Approval by Managers**

Time sheets not submitted and approved by the due date will be considered late and will be paid on the next available pay date.