

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