

January 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1 New Year's Day HOLIDAY	2	3	4 ** PAY DAY **
7	8 9:00 am Action Sheets Due in Human Resources Pay Period (12/30/18 to 1/12/19)	9	10	11 Employees Submit Time Sheets & Leave Reports
14 10:00 am Approve Time Sheets & Leave Reports	15	16	17	18 ** PAY DAY **
21 Martin Luther King, Jr. HOLIDAY	22 9:00 am Action Sheets Due in Human Resources Pay Period (1/13/19 to 1/26/19)	23	24	25 Employees Submit Time Sheets & Leave Reports
28 10:00 am Approve Time Sheets & Leave Reports	29	30	31	

February 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 ** PAY DAY **
4	5 9:00 am Action Sheets Due in Human Resources Pay Period (1/27/19 to 2/9/19)	6	7	8 Employees Submit Time Sheets & Leave Reports
11 10:00 am Approve Time Sheets & Leave Reports	12	13	14	15 ** PAY DAY **
18	19 9:00 am Action Sheets Due in Human Resources Pay Period (2/10/19 to 2/23/19)	20	21	22 Employees Submit Time Sheets & Leave Reports
25 10:00 am Approve Time Sheets & Leave Reports	26	27	28	

March 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 ** PAY DAY **
4	5 9:00 am Action Sheets Due in Human Resources Pay Period (2/24/19 to 3/9/19)	6	7	8 Employees Submit Time Sheets & Leave Reports
11 10:00 am Approve Time Sheets & Leave Reports	12	13	14	15 ** PAY DAY **
18	19 9:00 am Action Sheets Due in Human Resources Pay Period (3/10/19 to 3/23/19)	20	21	22 Employees Submit Time Sheets & Leave Reports
25 10:00 am Approve Time Sheets & Leave Reports	26	27	28	29 ** PAY DAY ** (No Insurance Deductions)

April 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 9:00 am Action Sheets Due in Human Resources Pay Period (3/24/19 to 4/6/19)	3	4	5 Employees Submit Time Sheets & Leave Reports
8 10:00 am Approve Time Sheets & Leave Reports	9	10	11	12 ** PAY DAY **
15	16 9:00 am Action Sheets Due in Human Resources Pay Period (4/7/19 to 4/20/19)	17	18	19 Employees Submit Time Sheets & Leave Reports
22 10:00 am Approve Time Sheets & Leave Reports	23	24	25	26 ** PAY DAY **
29	30 9:00 am Action Sheets Due in Human Resources Pay Period (4/21/19 to 5/4/19)			

May 2019

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Employees Submit Time Sheets & Leave Reports
6 10:00 am Approve Time Sheets & Leave Reports	7	8	9	10 ** PAY DAY **
13	14 9:00 am Action Sheets Due in Human Resources Pay Period (5/5/19 to 5/18/19)	15	16	17 Employees Submit Time Sheets & Leave Reports
20 10:00 am Approve Time Sheets & Leave Reports	21	22	23	24 ** PAY DAY **
27 Memorial Day HOLIDAY	28 9:00 am Action Sheets Due in Human Resources Pay Period (5/19/19 to 6/1/19)	29	30	31 Employees Submit Time Sheets & Leave Reports

June 2019

Monday	Tuesday	Wednesday	Thursday	Friday
3 10:00 am Approve Time Sheets & Leave Reports	4	5	6	7 ** PAY DAY **
10	11 9:00 am Action Sheets Due in Human Resources Pay Period (6/2/19 to 6/15/19)	12	13	14 Employees Submit Time Sheets & Leave Reports
17 10:00 am Approve Time Sheets & Leave Reports	18	19	20	21 ** PAY DAY **
24 9:00 am Action Sheets Due in Human Resources Pay Period (6/16/19 to 6/29/19)	25	26	27 Employees Submit Time Sheets & Leave Reports	28 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)

July 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 Independence Day HOLIDAY	5 ** PAY DAY **
8	9 9:00 am Action Sheets Due in Human Resources Pay Period (6/30/19 to 7/13/19)	10	11	12 Employees Submit Time Sheets & Leave Reports
15 10:00 am Approve Time Sheets & Leave Reports	16	17	18	19 ** PAY DAY **
22	23 9:00 am Action Sheets Due in Human Resources Pay Period (7/14/19 to 7/27/19)	24	25	26 Employees Submit Time Sheets & Leave Reports
29 10:00 am Approve Time Sheets & Leave Reports	30	31		

August 2019

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 ** PAY DAY **
5	6 9:00 am Action Sheets Due in Human Resources Pay Period (7/28/19 to 8/10/19)	7	8	9 Employees Submit Time Sheets & Leave Reports
12 10:00 am Approve Time Sheets & Leave Reports	13	14	15	16 ** PAY DAY **
19	20 9:00 am Action Sheets Due in Human Resources Pay Period (8/11/19 to 8/24/19)	21	22	23 Employees Submit Time Sheets & Leave Reports
26 10:00 am Approve Time Sheets & Leave Reports	27	28	29	30 ** PAY DAY ** (No Insurance Deductions)

September 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 Labor Day HOLIDAY	3 9:00 am Action Sheets Due in Human Resources Pay Period (8/25/19 to 9/7/19)	4	5	6 Employees Submit Time Sheets & Leave Reports
9 10:00 am Approve Time Sheets & Leave Reports	10	11	12	13 ** PAY DAY **
16	17 9:00 am Action Sheets Due in Human Resources Pay Period (9/8/19 to 9/21/19)	18	19	20 Employees Submit Time Sheets & Leave Reports
23 10:00 am Approve Time Sheets & Leave Reports	24	25	26	27 ** PAY DAY **

October 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1 9:00 am Action Sheets Due in Human Resources Pay Period (9/22/19 to 10/5/19)	2	3	4 Employees Submit Time Sheets & Leave Reports
7 10:00 am Approve Time Sheets & Leave Reports	8	9	10	11 ** PAY DAY **
14	15 9:00 am Action Sheets Due in Human Resources Pay Period (10/6/19 to 10/19/19)	16	17	18 Employees Submit Time Sheets & Leave Reports
21 10:00 am Approve Time Sheets & Leave Reports	22	23	24	25 ** PAY DAY **
28	29 9:00 am Action Sheets Due in Human Resources Pay Period (10/20/19 to 11/2/19)	30	31	

November 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Employees Submit Time Sheets & Leave Reports
4 10:00 am Approve Time Sheets & Leave Reports	5	6	7	8 ** PAY DAY **
11 Veterans Day HOLIDAY	12 9:00 am Action Sheets Due in Human Resources Pay Period (11/3/19 to 11/16/19)	13	14	15 Employees Submit Time Sheets & Leave Reports
18 10:00 am Approve Time Sheets & Leave Reports	19	20	21	22 ** PAY DAY **
25	26 9:00 am Action Sheets Due in Human Resources Pay Period (11/17/19 to 11/30/19)	27 Employees Submit Time Sheets & Leave Reports	28 Thanksgiving Day HOLIDAY	29 Day After Thanksgiving HOLIDAY

December 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 10:00 am Approve Time Sheets & Leave Reports	3	4	5	6 ** PAY DAY **
9	10 9:00 am Action Sheets Due in Human Resources Pay Period (12/1/19 to 12/14/19)	11	12 9:00 am Action Sheets Due in Human Resources Pay Period (12/15/19 to 12/28/19)	13 Employees Submit Time Sheets & Leave Reports
16 10:00 am Approve Time Sheets & Leave Reports	17 Employees Submit Time Sheets & Leave Reports	18 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)	19	20 ** PAY DAY **
23	24 Winter Break HOLIDAY	25 Christmas Day HOLIDAY	26 Winter Break HOLIDAY	27 Winter Break HOLIDAY
30 Winter Break HOLIDAY	31 Winter Break HOLIDAY	[Greyed out]	[Greyed out]	[Greyed out]