

# January 2019

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

# February 2019

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

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

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

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

# October 2019

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

# November 2019

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

# December 2019

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