

2019 PAYROLL PROCESSING SCHEDULE

BIWEEKLY PAYROLL

PAY PERIOD		APPROVED HR TRANSACTIONS DUE TO DATA SERVICES	DEADLINE for ETAS & KRONOS 4:00 PM	APPROVED PAY REQUESTS DUE BY 3:00 PM	PAYROLL RUN DATE	PAY DATE
<i>Beginning</i>	<i>Ending</i>					
12/16/18	12/29/18	12/21/18	*	*	01/02/19	01/04/19
12/30/18	01/12/19	01/09/19	01/14/19	01/14/19	01/15/19	01/18/19
01/13/19	01/26/19	01/23/19	01/28/19	01/28/19	01/29/19	02/01/19
01/27/19	02/09/19	02/06/19	02/11/19	02/11/19	02/12/19	02/15/19
02/10/19	02/23/19	02/20/19	02/25/19	02/25/19	02/26/19	03/01/19
02/24/19	03/09/19	03/06/19	03/11/19	03/11/19	03/12/19	03/15/19
03/10/19	03/23/19	03/20/19	03/25/19	03/25/19	03/26/19	03/29/19
03/24/19	04/06/19	04/03/19	04/08/19	04/08/19	04/09/19	04/12/19
04/07/19	04/20/19	04/17/19	04/22/19	04/22/19	04/23/19	04/26/19
04/21/19	05/04/19	05/01/19	05/06/19	05/06/19	05/07/19	05/10/19
05/05/19	05/18/19	05/15/19	05/20/19	05/20/19	05/21/19	05/24/19
05/19/19	06/01/19	05/29/19	06/03/19	06/03/19	06/04/19	06/07/19
06/02/19	06/15/19	06/12/19	06/17/19	06/17/19	06/18/19	06/21/19
06/16/19	06/29/19	06/26/19	07/01/19	07/01/19	07/02/19	07/05/19
06/30/19	07/13/19	07/10/19	07/15/19	07/15/19	07/16/19	07/19/19
07/14/19	07/27/19	07/24/19	07/29/19	07/29/19	07/30/19	08/02/19
07/28/19	08/10/19	08/07/19	08/12/19	08/12/19	08/13/19	08/16/19
08/11/19	08/24/19	08/21/19	08/26/19	08/26/19	08/27/19	08/30/19
08/25/19	09/07/19	09/04/19	09/09/19	09/09/19	09/10/19	09/13/19
09/08/19	09/21/19	09/18/19	09/23/19	09/23/19	09/24/19	09/27/19
09/22/19	10/05/19	10/02/19	10/07/19	10/07/19	10/08/19	10/11/19
10/06/19	10/19/19	10/16/19	10/21/19	10/21/19	10/22/19	10/25/19
10/20/19	11/02/19	10/30/19	11/04/19	11/04/19	11/05/19	11/08/19
11/03/19	11/16/19	11/13/19	11/18/19	11/18/19	11/19/19	11/22/19
11/17/19	11/30/19	11/27/19	12/02/19	12/02/19	12/03/19	12/06/19
12/01/19	12/14/19	12/11/19	12/16/19	12/16/19	12/17/19	12/20/19
12/15/19	12/28/19	12/23/19	**	**	12/30/19	01/03/20
12/29/19	01/11/20	01/06/20	01/13/20	01/13/20	01/14/20	01/17/20

* Holiday Change, Pay Requests due on Wednesday 01/02/19 at 9 am; KRONOS & ETAS due on Wednesday 01/02/19 at 10 am.

** Holiday Change, Pay Requests due on Friday 12/27/19 at 4 pm; KRONOS & ETAS due on Monday 12/30/19 at 10:00 am.

MONTHLY PAYROLL

Supplemental Payrolls

PAY PERIOD	APPROVED TRANSACTIONS DUE TO DATA SERVICES	PAYROLL RUN DATE	PAY DATE	APPROVED PAY REQUESTS DUE BY 4:30 PM	RUN DATE	PAY DATE
January-19	01/18/19	01/24/19	01/31/19	01/09/19	01/10/19	01/15/19
February-19	02/15/19	02/21/19	02/28/19	02/08/19	02/11/19	02/15/19
March-19	03/15/19	03/21/19	03/29/19	03/08/19	03/11/19	03/15/19
April-19	04/19/19	04/25/19	04/30/19	04/10/19	04/11/19	04/15/19
May-19	05/22/19	05/28/19	05/31/19	05/10/19	05/13/19	05/15/19
June-19	06/19/19	06/25/19	06/28/19	06/10/19	06/11/19	06/14/19
July-19	07/19/19	07/25/19	07/31/19	07/10/19	07/11/19	07/15/19
August-19	08/16/19	08/23/19	08/30/19	08/09/19	08/12/19	08/15/19
September-19	09/19/19	09/26/19	09/30/19	09/06/19	09/09/19	09/13/19
October-19	10/22/19	10/28/19	10/31/19	10/09/19	10/10/19	10/15/19
November-19	11/15/19	11/21/19	11/27/19	11/11/19	11/12/19	11/15/19
December-19	12/17/19	12/23/19	12/30/19	12/09/19	12/10/19	12/13/19

* Please Note: All Approved Pay Requests are due in the Payroll Dept by 4:30pm the day before the Payroll Run Date. Any requests received after the date will be processed in the next available cycle.