

PAY PERIODS, CORRESPONDING TIME SHEET DUE DATES AND PAY DATES

THE CAMPUS SECRETARY OR DEPARTMENT(S) HEAD RESPONSIBLE FOR TIME SHEETS, SHOULD HAVE TIME SHEETS SIGNED AND DATED BY YOUR EMPLOYEES BY THE DUE DATES BELOW IN ORDER FOR THE EMPLOYEES TO BE PAID. TIME CLOCK CORRECTIONS SHOULD BE READY TO GO BY THAT DATE NO LATER THAN 12:00 P.M. ON THE DUE DATE FOR CENTRAL OFFICE. TIME CLOCK CORRECTIONS RECEIVED **AFTER** THE DUE DATE WILL NEED TO BE REPORTED TO PAYROLL AND WILL BE PAID ON THE **FOLLOWING** PAYROLL CHECK

<u>PAY PERIOD DATES</u>	<u>DUE DATE FOR CENTRAL OFFICE</u>	<u>PAY DATE</u>
08/19/18 - 09/01/18	09/04/18	09/14/18
09/02/18 - 09/15/18	09/17/18	09/28/18
09/16/18 - 09/29/18	10/01/18	10/15/18
09/30/18 - 10/13/18	10/15/18	10/30/18
10/14/18 - 10/27/18	10/29/18	11/15/18
10/28/18 - 11/10/18	11/12/18	11/30/18
11/11/18 - 11/24/18	11/26/18	12/07/18
11/25/18 - 12/15/18	12/17/18*NO EXTRA DTY PAY THIS CYCLE	12/21/18
12/16/18 - 01/05/19	01/07/19 MUST BE CORRECTED BEFORE 10:00AM	01/15/19
01/06/19 - 01/19/19	01/22/19	01/30/19
01/20/18 - 02/02/19	02/04/19	02/15/19
02/03/19 - 02/16/19	02/18/19	02/28/19
02/17/19 - 03/02/19	03/04/19* NO EXTRA DTY PAY THIS CYCLE	03/08/19
03/03/19 - 03/16/19	03/18/19	03/29/19
03/17/19 - 03/30/19	04/01/19	04/15/19
03/31/19 - 04/13/19	04/15/19	04/30/19
04/14/19 - 04/27/19	04/29/19	05/15/19
04/28/19 - 05/18/19	05/20/19	05/30/19
05/19/19 - 06/01/19	06/03/19	06/13/19
06/02/19 - 06/15/19	06/17/19	06/27/19
06/16/19 - 06/29/19	07/01/19	07/15/19
06/30/19 - 07/13/19	07/15/19	07/30/19
07/14/19 - 07/27/19	07/29/19	08/15/19
07/28/19 - 08/17/19	08/19/19	08/30/19

*** SUBSTITUTES WILL BE PAID**