

2018-2019 PAYROLL PROCESSING SCHEDULE

| PAY MONTH AND DAY | CHANGES EFFECTIVE DATES WITHIN PAYROLL PERIOD | | HR NEW HIRE AND CHANGES PAPERWORK & BLDG PAYROLL REPORTS DUE TO PAYROLL OFFICE BY 2:00 PM | HR DROP DEAD DATES FOR NEW HIRE PAPERWORK DUE TO PR OFFICE BY 2:00 PM HIRE DATE IS ON OR BEFORE THIS DATE |
|------------------------------|--|---------------|--|--|
| | BEGINNING | ENDING | | |
| July 25, 2018 | 06/03/18 | 06/30/18 | 07/03/18 | 07/10/18 |
| August 24, 2018 | 07/01/18 | 08/04/18 | 08/07/18 | 08/10/18 |
| September 25, 2018 | 08/05/18 | 09/01/18 | 09/04/18 | 09/10/18 |
| October 25, 2018 | 09/02/18 | 09/29/18 | 10/02/18 | 10/10/18 |
| November 20, 2018 | 09/30/18 | 10/27/18 | 10/30/18 | 11/09/18 |
| December 21, 2018 | 10/28/18 | 12/01/18 | 12/04/18 | 12/10/18 |
| January 25, 2019 | 12/02/18 | 01/05/19 | 01/08/19 | 01/10/19 |
| February 25, 2019 | 01/06/19 | 02/02/19 | 02/05/19 | 02/08/19 |
| March 25, 2019 | 02/03/19 | 02/23/19 | 02/26/19 | 03/08/19 |
| April 25, 2019 | 02/24/19 | 03/30/19 | 04/02/19 | 04/10/19 |
| May 24, 2019 | 03/31/19 | 04/27/19 | 04/30/19 | 05/10/19 |
| June 25, 2019 | 04/28/19 | 06/02/19 | 06/04/19 | 06/10/19 |