

2019
Payroll Timesheet Submission Schedule
(Part-time, Casual, Contract & Student Employees)

Pay #	Pay Period	Submit By	Pay Day
1	December 10 - December 23	Dec 19	January 3, 2019
2	December 24 - January 6	7-Jan	January 17, 2019
3	January 7 - January 20	21-Jan	January 31, 2019
4	January 21 - February 3	4-Feb	February 14, 2019
5	February 4 - February 17	18-Feb	February 28, 2019
6	February 18 - March 3	4-Mar	March 14, 2019
7	March 4 - March 17	18-Mar	March 28, 2019
8	March 18 - March 31	1-Apr	April 11, 2019
9	April 1 - April 14	15-Apr	April 25, 2019
10	April 15 - April 28	29-Apr	May 9, 2019
11	April 29 - May 12	13-May	May 23, 2019
12	May 13 - May 26	27-May	June 6, 2019
13	May 27 - June 9	10-Jun	June 20, 2019
14	June 10 - June 23	24-Jun	July 4, 2019
15	June 24 - July 7	8-Jul	July 18, 2019
16	July 8 - July 21	22-Jul	August 1, 2019
17	July 22 - August 4	5-Aug	August 15, 2019
18	August 5 - August 18	19-Aug	August 29, 2019
19	August 19 - September 1	2-Sep	September 12, 2019
20	September 2 - September 15	16-Sep	September 26, 2019
21	September 16 - September 29	30-Sep	October 10, 2019
22	September 30 - October 13	14-Oct	October 24, 2019
23	October 14 - October 27	28-Oct	November 7, 2019
24	October 28 - November 10	11-Nov	November 21, 2019
25	November 11 - November 24	25-Nov	December 5, 2019
26	November 25 - December 8	9-Dec	December 19, 2019
1	December 9 - December 22	18-Dec	January 2, 2020

* Note: Timesheets received after December 18, 2019 will be processed on January 16, 2020 payroll