

## 2019 Monthly / Biweekly Pay Schedules

Monthly			Biweekly			
Check Date	Sign Off Date and Time		Check Date	Pay Period	Sign Off Date and Time	
	Enter By				Enter Hours By	
	Date	Time			Date	Time
01/31/2019	01/24/2019	7:00AM	01/04/2019	12/16/2018 - 12/29/2018	12/31/2018	11:00AM*
02/28/2019	02/21/2019	7:00AM	01/18/2019	12/30/2018 - 01/12/2019	01/15/2019	7:00AM**
03/29/2019	03/25/2019	7:00AM	02/01/2019	01/13/2019 - 01/26/2019	01/29/2019	7:00AM**
04/30/2019	04/24/2019	7:00AM	02/15/2019	01/27/2019 - 02/09/2019	02/12/2019	7:00AM**
05/31/2019	05/23/2019	7:00AM	03/01/2019	02/10/2019 - 02/23/2019	02/26/2019	7:00AM**
06/28/2019	06/24/2019	7:00AM	03/15/2019	02/24/2019 - 03/09/2019	03/12/2019	7:00AM**
07/31/2019	07/25/2019	7:00AM	03/29/2019	03/10/2019 - 03/23/2019	03/26/2019	7:00AM**
08/30/2019	08/26/2019	7:00AM	04/12/2019	03/24/2019 - 04/06/2019	04/09/2019	7:00AM**
09/30/2019	09/23/2019	7:00AM	04/26/2019	04/07/2019 - 04/20/2019	04/23/2019	7:00AM**
10/31/2019	10/25/2019	7:00AM	05/10/2019	04/21/2019 - 05/04/2019	05/07/2019	7:00AM**
11/27/2019	11/21/2019	7:00AM	05/24/2019	05/05/2019 - 05/18/2019	05/21/2019	7:00AM**
12/31/2019	12/26/2019	7:00AM	06/07/2019	05/19/2019 - 06/01/2019	06/04/2019	7:00AM**
			06/21/2019	06/02/2019 - 06/15/2019	06/18/2019	7:00AM**
			07/05/2019	06/16/2019 - 06/29/2019	07/01/2019	11:00AM*
			07/19/2019	06/30/2019 - 07/13/2019	07/16/2019	7:00AM**
			08/02/2019	07/14/2019 - 07/27/2019	07/30/2019	7:00AM**
			08/16/2019	07/28/2019 - 08/10/2019	08/13/2019	7:00AM**
			08/30/2019	08/11/2019 - 08/24/2019	08/27/2019	7:00AM**
			09/13/2019	08/25/2019 - 09/07/2019	09/10/2019	7:00AM**
			09/27/2019	09/08/2019 - 09/21/2019	09/24/2019	7:00AM**
			10/11/2019	09/22/2019 - 10/05/2019	10/08/2019	7:00AM**
			10/25/2019	10/06/2019 - 10/19/2019	10/22/2019	7:00AM**
			11/08/2019	10/20/2019 - 11/02/2019	11/05/2019	7:00AM**
			11/22/2019	11/03/2019 - 11/16/2019	11/19/2019	7:00AM**
			12/06/2019	11/17/2019 - 11/30/2019	12/03/2019	7:00AM**
			12/20/2019	12/01/2019 - 12/14/2019	12/17/2019	7:00AM**
**WHEN SIGN OFFS ARE AT 7:00AM THE DEADLINE FOR EMAIL ADJUSTMENTS FOR BIWEEKLY PAYROLLS IS 3:00PM THE DAY BEFORE SIGN OFF**						
*WHEN SIGN OFFS ARE AT 11:00AM THE DEADLINE FOR EMAIL ADJUSTMENTS FOR BIWEEKLY PAYROLLS IS 1 HOUR EARLY THE DAY OF SIGN OFF*						