



2019

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates
for Hourly Student, Temporary, and Work Study Employees

Important: **Employees** must enter time worked no later than the “Employee Entry Deadline Date and Time” and **Supervisors** must approve time worked no later than the “Approver Deadline Date and Time” to avoid delays in receiving pay.

Pay #	Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Monday)	Approver Deadline Time	Pay Date
1	12/10/2018	12/23/2018	12/24/2018	10:00 AM	12/24/2018	4:00 PM	1/4/2019
2	12/25/2018	1/6/2019	1/7/2019	10:00 AM	1/7/2019	4:00 PM	1/18/2019
3	1/7/2019	1/20/2019	1/21/2019	10:00 AM	1/21/2019	4:00 PM	2/1/2019
4	1/21/2019	2/3/2019	2/4/2019	10:00 AM	2/4/2019	4:00 PM	2/15/2019
5	2/4/2019	2/17/2019	2/18/2019	10:00 AM	2/18/2019	4:00 PM	3/1/2019
6	2/18/2019	3/3/2019	3/4/2019	10:00 AM	3/4/2019	4:00 PM	3/15/2019
7	3/4/2019	3/17/2019	3/18/2019	10:00 AM	3/18/2019	4:00 PM	3/29/2019
8	3/18/2019	3/31/2019	4/1/2019	10:00 AM	4/1/2019	4:00 PM	4/12/2019
9	4/1/2019	4/14/2019	4/15/2019	10:00 AM	4/15/2019	4:00 PM	4/26/2019
10	4/15/2019	4/28/2019	4/29/2019	10:00 AM	4/29/2019	4:00 PM	5/10/2019
11	4/29/2019	5/12/2019	5/13/2019	10:00 AM	5/13/2019	4:00 PM	5/24/2019
12	5/13/2019	5/26/2019	5/27/2019	10:00 AM	5/27/2019	4:00 PM	6/7/2019
13	5/27/2019	6/9/2019	6/10/2019	10:00 AM	6/10/2019	4:00 PM	6/21/2019
14	6/10/2019	6/23/2019	6/24/2019	10:00 AM	6/24/2019	4:00 PM	7/5/2019
15	6/24/2019	7/7/2019	7/8/2019	10:00 AM	7/8/2019	4:00 PM	7/19/2019
16	7/8/2019	7/21/2019	7/22/2019	10:00 AM	7/22/2019	4:00 PM	8/2/2019
17	7/22/2019	8/4/2019	8/5/2019	10:00 AM	8/5/2019	4:00 PM	8/16/2019
18	8/5/2019	8/18/2019	8/19/2019	10:00 AM	8/19/2019	4:00 PM	8/30/2019
19	8/19/2019	9/1/2019	9/2/2019	10:00 AM	9/2/2019	4:00 PM	9/13/2019
20	9/2/2019	9/15/2019	9/16/2019	10:00 AM	9/16/2019	4:00 PM	9/27/2019
21	9/16/2019	9/29/2019	9/30/2019	10:00 AM	9/30/2019	4:00 PM	10/11/2019
22	9/30/2019	10/13/2019	10/14/2019	10:00 AM	10/14/2019	4:00 PM	10/25/2019
23	10/14/2019	10/27/2019	10/28/2019	10:00 AM	10/28/2019	4:00 PM	11/8/2019
24	10/28/2019	11/10/2019	11/11/2019	10:00 AM	11/11/2019	4:00 PM	11/22/2019
25	11/11/2019	11/24/2019	11/25/2019	10:00 AM	11/25/2019	4:00 PM	12/6/2019
26	11/25/2019	12/8/2019	12/9/2019	10:00 AM	12/9/2019	4:00 PM	12/20/2019