



## 2019

### Bi-Weekly Payroll Calendar & Web Time Entry Due Dates For PERMANENT SHRA 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”

Pay #	Timesheet Start Date (Monday)	Timesheet End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date	Approver Deadline Time	Pay Date
1	12/10/2018	12/23/2018	12/19/2019	10:00 AM	12/20/2019	5:00 PM	JANUARY 31, 2019
2	12/24/2018	01/06/2019	01/07/2019	10:00 AM	01/08/2019	5:00 PM	
3	01/07/2019	01/20/2019	01/22/2019	10:00 AM	01/23/2019	5:00 PM	FEBRUARY 28, 2019
4	01/21/2019	02/03/2019	02/04/2019	10:00 AM	02/05/2019	5:00 PM	
5	02/04/2019	02/17/2019	02/18/2019	10:00 AM	02/19/2019	5:00 PM	MARCH 29, 2019
6	02/18/2019	03/03/2019	03/04/2019	10:00 AM	03/05/2019	5:00 PM	
7	03/04/2019	03/17/2019	03/18/2019	10:00 AM	03/19/2019	5:00 PM	APRIL 29, 2019
8	03/18/2019	03/31/2019	04/01/2019	10:00 AM	04/02/2019	5:00 PM	
9	04/01/2019	04/14/2019	04/15/2019	10:00 AM	04/16/2019	5:00 PM	MAY 31, 2019
10	04/15/2019	04/28/2019	04/29/2019	10:00 AM	04/30/2019	5:00 PM	
11	04/29/2019	05/12/2019	05/13/2019	10:00 AM	05/14/2019	5:00 PM	
12	05/13/2019	05/26/2019	05/28/2019	10:00 AM	05/29/2019	5:00 PM	JUNE 28, 2019
13	05/27/2019	06/09/2019	06/10/2019	10:00 AM	06/11/2019	5:00 PM	
14	06/10/2019	06/23/2019	06/24/2019	10:00 AM	06/25/2019	5:00 PM	JULY 29, 2019
15	06/24/2019	07/07/2019	07/08/2019	10:00 AM	07/09/2019	5:00 PM	
16	07/08/2019	07/21/2019	07/22/2019	10:00 AM	07/23/2019	5:00 PM	AUGUST 31, 2019
17	07/22/2019	08/04/2019	08/05/2019	10:00 AM	08/06/2019	5:00 PM	
18	08/05/2019	08/18/2019	08/19/2019	10:00 AM	08/20/2019	5:00 PM	SEPTEMBER 30, 2019
19	08/19/2019	09/01/2019	09/03/2019	10:00 AM	09/04/2019	5:00 PM	
20	09/02/2019	09/15/2019	09/16/2019	10:00 AM	09/17/2019	5:00 PM	OCTOBER 31, 2019
21	09/16/2019	09/29/2019	09/30/2019	10:00 AM	10/29/2019	5:00 PM	
22	09/30/2019	10/13/2019	10/14/2019	10:00 AM	10/15/2019	5:00 PM	NOVEMBER 30, 2019
23	10/14/2019	10/27/2019	10/28/2019	10:00 AM	10/31/2019	5:00 PM	
24	10/28/2019	11/10/2019	11/12/2019	10:00 AM	11/13/2019	5:00 PM	December 23, 2019
25	11/11/2019	11/24/2019	11/25/2019	10:00 AM	11/26/2019	5:00 PM	
26	11/25/2019	12/08/2019	12/09/2019	10:00 AM	12/10/2019	5:00 PM	JANUARY 31, 2020
01	12/09/2019	12/22/2019	12/18/2019	10:00 AM	12/19/2020	5:00 PM	
02	12/23/2019	01/05/2020	01/06/2020	10:00 AM	01/07/2020	5:00 PM	