

HOURLY EMPLOYEE TIME SHEET CALENDAR FOR FISCAL YEAR 2018-2019

Reminder: It is very important that you follow this calendar closely to ensure that your time sheet is processed on time. Late time sheets will not be processed and it will result in a delay in receiving payment for that particular pay period. Please remember that a late time sheet does not guarantee a salary advance and you may have to wait for another two weeks to receive payment. The due dates may be subject to change.

	PAY PERIOD	TIMESHEETS DUE IN PAYROLL	STATE PAY DATE
9	06/10/18 - 06/23/18	Monday, June 25, 2018	07/19/18
10	06/24/18 - 07/07/18	Monday, July 9, 2018	08/02/18
11	07/08/18 - 07/21/18	Monday, July 23, 2018	08/16/18
12	07/22/18 - 08/04/18	Monday, August 6, 2018	08/30/18
13	08/05/18 - 08/18/18	Monday, August 20, 2018	09/13/18
14	08/19/18 - 09/01/18	• Tuesday, September 4, 2018	09/27/18
15	09/02/18 - 09/15/18	Monday, September 17, 2018	10/11/18
16	09/16/18 - 09/29/18	Monday, October 1, 2018	10/25/18
17	09/30/18 - 10/13/18	Monday, October 15, 2018	11/08/18
18	10/14/18 - 10/27/18	Monday, October 29, 2018	*11/21/18
19	10/28/18 - 11/10/18	Monday, November 12, 2018	12/06/18
20	11/11/18 - 11/24/18	Monday, November 26, 2018	12/20/18
21	11/25/18 - 12/08/18	Monday, December 10, 2018	01/03/19
22	12/09/18 - 12/22/18	• Wednesday, December 26, 2018	01/17/19
23	12/23/18 - 01/05/19	Monday, January 7, 2019	01/31/19
24	01/06/19 - 01/19/19	• Tuesday, January 22, 2019	02/14/19
25	01/20/19 - 02/02/19	Monday, February 4, 2019	02/28/19
26	02/03/19 - 02/16/19	• Tuesday, February 19, 2019	03/14/19
01	02/17/19 - 03/02/19	Monday, March 4, 2019	03/28/19
02	03/03/19 - 03/16/19	Monday, March 18, 2019	04/11/19
03	03/17/19 - 03/30/19	Monday, April 1, 2019	04/25/19
04	03/31/19 - 04/13/19	Monday, April 15, 2019	05/09/19
05	04/14/19 - 04/27/19	Monday, April 29, 2019	05/23/19
06	04/28/19 - 05/11/19	Monday, May 13, 2019	06/06/19
07	05/12/19 - 05/25/19	• Tuesday, May 28, 2019	06/20/19
08	05/26/19 - 06/08/19	Monday, June 10, 2019	*07/03/19
09	06/09/19 - 06/22/19	Monday, June 24, 2019	07/18/19

*Changes due to Holidays.

NOTE: This schedule is subject to change based on the directives of the Office of the State Comptroller.