

STUDENT PAYROLL SCHEDULE (2018-2019)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	Holidays/Breaks
DOCUMENTS/TIME CARDS DUE EARLY					
05/12/18 - 05/25/18	05/11/18	05/25/18	05/28/18	06/08/18	
05/26/18 - 06/08/18	05/25/18	06/08/18	06/11/18	06/22/18	*Memorial Day (5/28) - University Closed
06/09/18 - 06/22/18	06/13/18	06/22/18	06/25/18	07/06/18	
06/23/18 - 07/06/18	06/27/18	07/06/18	07/09/18	07/20/18	*Independence Day (7/4) - University Closed
07/07/18 - 07/20/18	07/11/18	07/20/18	07/23/18	08/03/18	
07/21/18 - 08/03/18	07/25/18	08/03/18	08/06/18	08/17/18	
08/04/18 - 08/17/18	08/08/18	08/17/18	08/20/18	08/31/18	
08/18/18 - 08/31/18	08/22/18	08/31/18	09/03/18	09/14/18	
09/01/18 - 09/14/18	09/05/18	09/14/18	09/17/18	09/28/18	*Labor Day (9/3) - University Closed
09/15/18 - 09/28/18	09/19/18	09/28/18	10/01/18	10/12/18	
09/29/18 - 10/12/18	10/03/18	10/12/18	10/15/18	10/26/18	
10/13/18 - 10/26/18	10/17/18	10/26/18	10/29/18	11/09/18	
10/27/18 - 11/09/18	10/31/18	11/09/18	11/12/18	11/23/18	
11/10/18 - 11/23/18	11/14/18	*11/21/18*	11/26/18	12/07/18	*Veterans Day (11/12) - University Closed *Thanksgiving Break (11/22-11/23) - University Closed
11/24/18 - 12/07/18	11/28/18	12/07/18	12/10/18	12/21/18	
12/08/18 - 12/21/18	12/07/18	12/21/18	*12/21/18*	01/04/19	
12/22/18 - 01/04/19	12/21/18	01/04/19	01/07/19	01/18/19	*Christmas Holiday (12/24 & 12/25) - University Closed *Winter Break (12/26-12/31) - University Closed *New Year (1/1/19) - University Closed
01/05/19 - 01/18/19	01/04/19	01/18/19	01/21/19	02/01/19	
01/19/19 - 02/01/19	01/18/19	02/01/19	02/04/19	02/15/19	*Martin Luther King Day (1/21) - University Closed
02/02/19 - 02/15/19	02/01/19	02/15/19	02/18/19	03/01/19	
02/16/19 - 03/01/19	02/15/19	03/01/19	03/04/19	03/15/19	
03/02/19 - 03/15/19	03/01/19	03/15/19	03/18/19	03/29/19	
03/16/19 - 03/29/19	03/15/19	03/29/19	04/01/19	04/12/19	
03/30/19 - 04/12/19	03/29/19	04/12/19	04/15/19	04/26/19	
04/13/19 - 04/26/19	04/12/19	04/26/19	04/29/19	05/10/19	
04/27/19 - 05/10/19	04/26/19	05/10/19	05/13/19	05/24/19	
05/11/19 - 05/24/19	05/10/19	05/24/19	05/29/18	06/07/19	
05/25/19 - 06/07/19	05/24/19	06/07/19	06/10/19	06/21/19	*Memorial Day (5/27) - University Closed
06/08/19 - 06/21/19	06/07/19	06/21/19	06/24/19	07/05/19	
06/22/19 - 07/05/19	06/21/19	07/05/19	07/08/19	07/19/19	*Independence Day (7/4) - University Closed
07/06/19 - 07/19/19	07/05/19	07/19/19	07/22/19	08/02/19	
07/20/19 - 08/02/19	07/19/19	08/02/19	08/05/19	08/16/19	
08/03/19 - 08/16/19	08/02/19	08/16/19	08/19/19	08/30/19	
OBSERVED HOLIDAYS/BREAKS					
Independence Day - July 4, 2018			Winter Break - December 26-31, 2018		
Labor Day - September 3, 2018			New Year - January 1, 2019		
Veterans Day - November 12, 2018			Martin Luther King Day - January 21, 2019		
Thanksgiving - November 22-23, 2018			Memorial Day - May 27, 2019		
Christmas - December 24 & 25, 2018			Independence Day - July 4, 2019		