

2019 Time Sheet Deadlines

| Payroll Period Dates | Deadline to Submit to Approver | Approver Deadline | Pay Date |
|----------------------------|--------------------------------|-------------------------|-----------|
| 12/09/2018 thru 12/29/2018 | 01/04/2019 by 12:00 p.m. | 01/07/2019 by 5:00 p.m. | 1/15/2019 |
| 12/30/2018 thru 01/12/2019 | 01/15/2019 by 12:00 p.m. | 01/17/2019 by 5:00 p.m. | 1/31/2019 |
| 01/13/2019 thru 01/26/2019 | 01/29/2019 by 12:00 p.m. | 01/31/2019 by 5:00 p.m. | 2/15/2019 |
| 01/27/2019 thru 02/09/2019 | 02/12/2019 by 12:00 p.m. | 02/14/2019 by 5:00 p.m. | 2/28/2019 |
| 02/10/2019 thru 02/23/2019 | 02/26/2019 by 12:00 p.m. | 02/28/2019 by 5:00 p.m. | 3/15/2019 |
| 02/24/2019 thru 03/16/2019 | 03/19/2019 by 12:00 p.m. | 03/21/2019 by 5:00 p.m. | 3/29/2019 |
| 03/17/2019 thru 03/30/2019 | 04/02/2019 by 12:00 p.m. | 04/04/2019 by 5:00 p.m. | 4/15/2019 |
| 03/31/2019 thru 04/13/2019 | 04/16/2019 by 12:00 p.m. | 04/18/2019 by 5:00 p.m. | 4/30/2019 |
| 04/14/2019 thru 04/27/2019 | 04/30/2019 by 12:00 p.m. | 05/02/2019 by 5:00 p.m. | 5/15/2019 |
| 04/28/2019 thru 05/11/2019 | 05/14/2019 by 12:00 p.m. | 05/16/2019 by 5:00 p.m. | 5/31/2019 |
| 05/12/2019 thru 06/01/2019 | 06/04/2019 by 12:00 p.m. | 06/06/2019 by 5:00 p.m. | 6/15/2019 |
| 06/02/2019 thru 06/15/2019 | 06/18/2019 by 12:00 p.m. | 06/20/2019 by 5:00 p.m. | 6/28/2019 |
| 06/16/2019 thru 06/29/2019 | 07/02/2019 by 12:00 p.m. | 07/08/2019 by 5:00 p.m. | 7/15/2019 |
| 06/30/2019 thru 07/13/2019 | 07/16/2019 by 12:00 p.m. | 07/18/2019 by 5:00 p.m. | 7/31/2019 |
| 07/14/2019 thru 07/27/2019 | 07/30/2019 by 12:00 p.m. | 08/01/2019 by 5:00 p.m. | 8/15/2019 |
| 07/28/2019 thru 08/17/2019 | 08/20/2019 by 12:00 p.m. | 08/22/2019 by 5:00 p.m. | 8/30/2019 |
| 08/18/2019 thru 08/31/2019 | 09/03/2019 by 12:00 p.m. | 09/05/2019 by 5:00 p.m. | 9/13/2019 |