

## **2019 MONTHLY PAYROLL DEADLINES**

The Deadline and Paycheck Dates for the Monthly payrolls are listed below. Please note that these dates are subject to change, if necessary.

All Appointment Request Forms, Overloads, and other payroll paperwork must be in Human Resources by the Deadline Date. All documents must be complete with all signatures.

Any incorrect or incomplete forms will be returned to the appropriate department. Any documents received after the Deadline date will be paid on the next monthly payroll.

It is the department's responsibility to make sure that the forms reach Human Resources by the deadline date.

New employees will need to provide the required identification and complete the Human Resources paperwork by the Deadline date to be paid.

We appreciate your cooperation in ensuring timely payroll disbursements to our employees.

<u>DEADLINE DATE</u>	<u>PAYCHECK DATE</u>
January 15, 2019	January 31, 2019
February 15, 2019	February 28, 2019
March 15, 2019	March 29, 2019
April 15, 2019	April 30, 2019
May 15, 2019	May 31, 2019
June 17, 2019	June 28, 2019
July 15, 2019	July 31, 2019
August 15, 2019	August 30, 2019
September 16, 2019	September 30, 2019
October 15, 2019	October 31, 2019
November 15, 2019	November 27, 2019
<b><i>December 4, 2019</i></b> *	December 30, 2019

*\* December's deadline is earlier than usual due to the holiday break.*