



2019 Timekeeping Schedule

Pay #	Start Date	End Date	Week 1		Week 2		Pay Date
			Time Entry 2PM	Time Approval 5PM	Time Entry 2PM	Time Approval 5PM	
1	12/15/2018	12/28/2018	12/20/2018	12/20/2018	12/20/2018	12/20/2018	1/4/2019
2	12/29/2018	1/11/2019	1/4/2019	1/4/2019	1/11/2019	1/11/2019	1/18/2019
3	1/12/2019	1/25/2019	1/18/2019	1/18/2019	1/25/2019	1/25/2019	2/1/2019
4	1/26/2019	2/8/2019	2/1/2019	2/1/2019	2/8/2019	2/8/2019	2/15/2019
5	2/9/2019	2/22/2019	2/15/2019	2/15/2019	2/22/2019	2/22/2019	3/1/2019
6	2/23/2019	3/8/2019	3/1/2019	3/1/2019	3/8/2019	3/8/2019	3/15/2019
7	3/9/2019	3/22/2019	3/15/2019	3/15/2019	3/22/2019	3/22/2019	3/29/2019
8	3/23/2019	4/5/2019	3/29/2019	3/29/2019	4/5/2019	4/5/2019	4/12/2019
9	4/6/2019	4/19/2019	4/12/2019	4/12/2019	4/19/2019	4/19/2019	4/26/2019
10	4/20/2019	5/3/2019	4/26/2019	4/26/2019	5/3/2019	5/3/2019	5/10/2019
11	5/4/2019	5/17/2019	5/10/2019	5/10/2019	5/17/2019	5/17/2019	5/24/2019
12	5/18/2019	5/31/2019	5/24/2019	5/24/2019	5/31/2019	5/31/2019	6/7/2019
13	6/1/2019	6/14/2019	6/7/2019	6/7/2019	6/14/2019	6/14/2019	6/21/2019
14	6/15/2019	6/28/2019	6/21/2019	6/21/2019	6/27/2019	6/27/2019	7/5/2019
15	6/29/2019	7/12/2019	7/5/2019	7/5/2019	7/12/2019	7/12/2019	7/19/2019
16	7/13/2019	7/26/2019	7/19/2019	7/19/2019	7/26/2019	7/26/2019	8/2/2019
17	7/27/2019	8/9/2019	8/2/2019	8/2/2019	8/9/2019	8/9/2019	8/16/2019
18	8/10/2019	8/23/2019	8/16/2019	8/16/2019	8/23/2019	8/23/2019	8/30/2019
19	8/24/2019	9/6/2019	8/30/2019	8/30/2019	9/6/2019	9/6/2019	9/13/2019
20	9/7/2019	9/20/2019	9/13/2019	9/13/2019	9/20/2019	9/20/2019	9/27/2019
21	9/21/2019	10/4/2019	9/27/2019	9/27/2019	10/4/2019	10/4/2019	10/11/2019
22	10/5/2019	10/18/2019	10/11/2019	10/11/2019	10/18/2019	10/18/2019	10/25/2019
23	10/19/2019	11/1/2019	10/25/2019	10/25/2019	11/1/2019	11/1/2019	11/8/2019
24	11/2/2019	11/15/2019	11/8/2019	11/8/2019	11/15/2019	11/15/2019	11/22/2019
25	11/16/2019	11/29/2019	11/22/2019	11/22/2019	11/27/2018	11/27/2018	12/6/2019
26	11/30/2019	12/13/2019	12/6/2019	12/6/2019	12/13/2019	12/13/2019	12/20/2019

Please note: Time should be entered every day and submitted weekly by 2PM on Fridays. Time must be approved by supervisors by 5PM. Dates are subject to change due to holidays and emergency closings.

Last updated: 4/24/19.