

# University of the Incarnate Word

## STAFF/STUDENT PAYROLL SCHEDULE

**Fiscal Year 2018 - 2019**

Pay Period	Timesheets are due to Supervisors for review & approval by the end of the day.	ALL TIMESHEETS ARE DUE TO PAYROLL BY 1:00 P.M.	Pay Date	Pay #
All timesheets close at 11:59 p.m. on the last day of the pay period.				
June 1 - June 15	June 15	June 18	June 22, 2018	12
June 16 - June 30	June 29	July 2	July 6, 2018	13
July 1 - July 15	July 13	July 16	July 20, 2018	14
July 16 - July 31	July 31	August 1	August 7, 2018	15
August 1 - August 15	August 15	August 16	August 22, 2018	16
August 16 - August 31	August 31	September 4	September 7, 2018	17
September 1 - September 15	September 14	September 17	September 21, 2018	18
September 16 - September 30	September 28	October 1	October 5, 2018	19
October 1 - October 15	October 15	October 16	October 22, 2018	20
October 16 - October 31	October 31	November 1	November 7, 2018	21
November 1 - November 15	November 15	November 16	November 20, 2018	22
November 16 - November 30	November 30	December 3	December 7, 2018	23
December 1 - December 15	December 14	December 17	December 20, 2018	24
<b>December 16 - December 31</b>	<b>December 20 **</b>	<b>January 2 **</b>	<b>January 7, 2019</b>	<b>1</b>
January 1 - January 15	January 15	January 16	January 22, 2019	2
January 16 - January 31	January 31	February 1	February 7, 2019	3
February 1 - February 15	February 15	February 18	February 22, 2019	4
February 16 - February 28	February 28	March 1	March 7, 2019	5
March 1 - March 15	March 15	March 18	March 22, 2019	6
March 16 - March 31	March 29	April 1	April 5, 2019	7
April 1 - April 15	April 15	April 16	April 22, 2019	8
April 16 - April 30	April 30	May 1	May 7, 2019	9
May 1 - May 15	May 15	May 16	May 22, 2019	10
May 16 - May 31	May 31	June 3	June 7, 2019	11

**\*\* Schedule subject to change due to Holidays\*\***

All timesheets close at 11:59 p.m. on the last day of the pay period.

Timesheets should be submitted to supervisors for review and approval, before the employee leaves for the day.