

Dates are subject to change as necessary

## BI-WEEKLY PAY SCHEDULE 2018-2019

	<b>PAY PERIOD</b>	<b>CHANGES DUE IN HR</b>	<b>TIME SHEETS DUE IN HR</b>	<b>PAY CHECKS DISPERSED</b>	
BW14	06/18/2018 - 07/01/2018	June 26, 2018	June 28, 2018	July 6, 2018	*
BW15	07/02/2018 - 07/15/2018	July 10, 2018	July 12, 2018	July 20, 2018	*
BW16	07/16/2018 - 07/29/2018	July 24, 2018	July 26, 2018	August 3, 2018	*
BW17	07/30/2018 - 08/12/2018	August 7, 2018	August 10, 2018	August 17, 2018	
<b>BW18</b>	<b>08/13/2018 - 08/26/2018</b>	<b>August 21, 2018</b>	<b>August 24, 2018</b>	<b>August 31, 2018</b>	
BW19	08/27/2018 - 09/09/2018	September 4, 2018	September 7, 2018	September 14, 2018	
BW20	09/10/2018 - 09/23/2018	September 18, 2018	September 21, 2018	September 28, 2018	
BW21	09/24/2018 - 10/07/2018	October 2, 2018	October 5, 2018	October 12, 2018	
BW22	10/08/2018 - 10/21/2018	October 16, 2018	October 19, 2018	October 26, 2018	
BW23	10/22/2018 - 11/04/2018	October 30, 2018	November 2, 2018	November 9, 2018	
BW24	11/05/2018 - 11/18/2018	November 13, 2018	November 16, 2018	November 23, 2018	
BW25	11/19/2018 - 12/02/2018	November 27, 2018	November 30, 2018	December 7, 2018	
BW26	12/03/2018 - 12/16/2018	December 4, 2018	December 7, 2018	December 21, 2018	*
BW1	12/17/2018 - 12/30/2018	December 11, 2018	December 14, 2018	January 4, 2019	*
BW2	12/31/2018 - 01/13/2019	January 8, 2019	January 11, 2019	January 18, 2019	
BW3	01/14/2019 - 01/27/2019	January 22, 2019	January 25, 2019	February 1, 2019	
BW4	01/28/2019 - 02/10/2019	February 5, 2019	February 8, 2019	February 15, 2019	
BW5	02/11/2019 - 02/24/2019	February 19, 2019	February 22, 2019	March 1, 2019	
BW6	02/25/2019 - 03/10/2019	March 5, 2019	March 8, 2019	March 15, 2019	
<b>BW7</b>	<b>03/11/2019 - 03/24/2019</b>	<b>March 19, 2019</b>	<b>March 22, 2019</b>	<b>March 29, 2019</b>	
BW8	03/25/2019 - 04/07/2019	April 2, 2019	April 5, 2019	April 12, 2019	
BW9	04/08/2019 - 04/21/2019	April 16, 2019	April 18, 2019	April 26, 2019	*
BW10	04/22/2019 - 05/05/2019	April 30, 2019	May 3, 2019	May 10, 2019	
BW11	05/06/2019 - 05/19/2019	May 14, 2019	May 17, 2019	May 24, 2019	
BW12	05/20/2019 - 06/02/2019	May 28, 2019	May 31, 2019	June 7, 2019	
BW13	06/03/2019 - 06/16/2019	June 11, 2019	June 14, 2019	June 21, 2019	

Online timesheets are to be completed by the employee no later than 9:00 AM on the timesheet due date and are to be approved by the supervisor no later than 11:30 am on the timesheet due date.  
 Paper timesheets, leave forms, etc. are due in HR by 9:00 AM on the timesheet due date.

**BOLD:** Only taxes & retirement will be deducted from this pay check.

**CHANGES INCLUDE:** adding new employees, changing benefit deductions, requesting payment ( for example Continuing Education), address/name changes, direct deposit changes, or any other payroll adjustments.

\* Timesheets due early due to holiday or campus closure