

**2019 WORKDAY PAYROLL SCHEDULE FOR STUDENT WORKERS, Temporary Hourly, INTERMITTENT CLASSIFIED, SPECIAL PAY Letter of Appointment Hourly**

<b>WORKDAY</b>			
<b>PAY PERIOD COVERED</b>	<b>Employee to Submit time to Supervisor no later than</b>	<b>Supervisor to approve no later than</b>	<b>Payday</b>
<b>01/01/19 - 01/15/19</b>	<b>16<sup>th</sup></b>	<b>Jan 18,2019</b>	<b>1/25/19</b>
<b>01/16/19 - 01/31/19</b>	<b>1<sup>st</sup></b>	<b>Feb 4,2019</b>	<b>2/8/19</b>
<b>02/01/19 - 02/15/19</b>	<b>16<sup>th</sup></b>	<b>Feb 19,2019</b>	<b>2/25/19</b>
<b>02/16/19 - 02/28/19</b>	<b>1<sup>st</sup></b>	<b>Mar 4,2019</b>	<b>3/8/19</b>
<b>03/01/19 – 03/15/19</b>	<b>16<sup>th</sup></b>	<b>Mar 19,2019</b>	<b>3/25/19</b>
<b>03/16/19 – 03/31/19</b>	<b>1<sup>st</sup></b>	<b>April 3,2019</b>	<b>4/10/19</b>
<b>04/01/19 – 04/15/19</b>	<b>16<sup>th</sup></b>	<b>April 18,2019</b>	<b>4/25/19</b>
<b>04/16/19 – 04/30/19</b>	<b>1<sup>st</sup></b>	<b>May 3,2019</b>	<b>5/10/19</b>
<b>05/01/19 – 05/15/19</b>	<b>16<sup>th</sup></b>	<b>May 20,2019</b>	<b>5/24/19</b>
<b>05/16/19 – 05/31/19</b>	<b>1<sup>st</sup></b>	<b>June 4, 2019</b>	<b>6/10/19</b>
<b>06/01/19 – 06/15/19</b>	<b>16<sup>th</sup></b>	<b>June 18,2019</b>	<b>6/25/19</b>
<b>06/16/19 – 06/30/19</b>	<b>1<sup>st</sup></b>	<b>July 2, 2019</b>	<b>7/10/19</b>
<b>07/01/19 – 07/15/19</b>	<b>16<sup>th</sup></b>	<b>July 18, 2019</b>	<b>7/25/19</b>
<b>07/16/19 – 07/31/19</b>	<b>1<sup>st</sup></b>	<b>Aug 2,2019</b>	<b>8/9/19</b>
<b>08/01/19 – 08/15/19</b>	<b>16<sup>th</sup></b>	<b>Aug 19,2019</b>	<b>8/23/19</b>
<b>08/16/19 – 08/31/19</b>	<b>1<sup>st</sup></b>	<b>Sept 3, 2019</b>	<b>9/10/19</b>
<b>09/01/19 – 09/15/19</b>	<b>16<sup>th</sup></b>	<b>Sept 18, 2019</b>	<b>9/25/19</b>
<b>09/16/19 – 09/30/19</b>	<b>1<sup>st</sup></b>	<b>Oct 3, 2019</b>	<b>10/10/19</b>
<b>10/01/19 – 10/15/19</b>	<b>16<sup>th</sup></b>	<b>Oct 17,2019</b>	<b>10/24/19</b>
<b>10/16/19 – 10/31/19</b>	<b>1<sup>st</sup></b>	<b>Nov 1, 2019</b>	<b>11/8/19</b>
<b>11/01/19 – 11/15/19</b>	<b>16<sup>th</sup></b>	<b>Nov 18, 2019</b>	<b>11/25/19</b>
<b>11/16/19 – 11/30/19</b>	<b>1<sup>st</sup></b>	<b>Dec 3, 2019</b>	<b>12/10/19</b>
<b>12/01/19 - 12/15/19</b>	<b>16<sup>th</sup></b>	<b>Dec 17, 2019</b>	<b>12/24/19</b>

Due to weekends & holidays, the deadline for Supervisor approval can be one day before payroll processing. Please verify that all work tags are in place and there are no errors on your time block entries. Be mindful of all red error flags that come up upon submission and approval. One error flag prevents payment of entire pay period for the employee.