

BI-WEEKLY SCHEDULE OF PAYROLL PERIODS FOR TAX YEAR 2019

| Month | PAYPERIOD | | CHANGES DUE BY | TIMECARDS DUE BY | PAYDAY | BW |
|-------|------------|------------|----------------|------------------|------------|----|
| | Begin | End | WEDNESDAY | MONDAY 9:00am | FRIDAY | |
| JAN | 12/24/2018 | 1/6/2019 | 1/2/2019 | 1/7/2019 | 1/11/2019 | 1 |
| | 1/7/2019 | 1/20/2019 | 1/16/2019 | 1/21/2019 | 1/25/2019 | 2 |
| FEB | 1/21/2019 | 2/3/2019 | 1/30/2019 | 2/4/2019 | 2/8/2019 | 3 |
| | 2/4/2019 | 2/17/2019 | 2/13/2019 | 2/18/2019 | 2/22/2019 | 4 |
| MAR | 2/18/2019 | 3/3/2019 | 2/27/2019 | 3/4/2019 | 3/8/2019 | 5 |
| | 3/4/2019 | 3/17/2019 | 3/13/2019 | 3/18/2019 | 3/22/2019 | 6 |
| APR | 3/18/2019 | 3/31/2019 | 3/27/2019 | 4/1/2019 | 4/5/2019 | 7 |
| | 4/1/2019 | 4/14/2019 | 4/10/2019 | 4/15/2019 | 4/19/2019 | 8 |
| MAY | 4/15/2019 | 4/28/2019 | 4/24/2019 | 4/29/2019 | 5/3/2019 | 9 |
| | 4/29/2019 | 5/12/2019 | 5/8/2019 | 5/13/2019 | 5/17/2019 | 10 |
| JUN | 5/13/2019 | 5/26/2019 | 5/22/2019 | 5/27/2019 | 5/31/2019 | 11 |
| | 5/27/2019 | 6/9/2019 | 6/5/2019 | 6/10/2019 | 6/14/2019 | 12 |
| | 6/10/2019 | 6/23/2019 | 6/19/2019 | 6/24/2019 | 6/28/2019 | 13 |
| JUL | 6/24/2019 | 7/7/2019 | 7/3/2019 | 7/8/2019 | 7/12/2019 | 14 |
| | 7/8/2019 | 7/21/2019 | 7/17/2019 | 7/22/2019 | 7/26/2019 | 15 |
| AUG | 7/22/2019 | 8/4/2019 | 7/31/2019 | 8/5/2019 | 8/9/2019 | 16 |
| | 8/5/2019 | 8/18/2019 | 8/14/2019 | 8/19/2019 | 8/23/2019 | 17 |
| SEPT | 8/19/2019 | 9/1/2019 | 8/28/2019 | 9/2/2019 | 9/6/2019 | 18 |
| | 9/2/2019 | 9/15/2019 | 9/11/2019 | 9/16/2019 | 9/20/2019 | 19 |
| OCT | 9/16/2019 | 9/29/2019 | 9/25/2019 | 9/30/2019 | 10/4/2019 | 20 |
| | 9/30/2019 | 10/13/2019 | 10/9/2019 | 10/14/2019 | 10/18/2019 | 21 |
| NOV | 10/14/2019 | 10/27/2019 | 10/23/2019 | 10/28/2019 | 11/1/2019 | 22 |
| | 10/28/2019 | 11/10/2019 | 11/6/2019 | 11/11/2019 | 11/15/2019 | 23 |
| DEC | 11/11/2019 | 11/24/2019 | 11/20/2019 | 11/25/2019 | 11/29/2019 | 24 |
| | 11/25/2019 | 12/8/2019 | 12/4/2019 | 12/9/2019 | 12/13/2019 | 25 |
| | 12/9/2019 | 12/22/2019 | 12/18/2019 | 12/23/2019 | 12/27/2019 | 26 |

PLEASE NOTE: TO MAKE CORRECTION TO YOUR TIME CARD DO THE FOLLOWING:

Draw ONE (1) line through the mistake and initial change.

Carefully write the correct data as close to the original entry as possible.

**TIME CARDS WITH WHITE-OUT OR SCRIBBLED OUT INFORMATION WILL NOT BE ACCEPTABLE!!
ALL TIMECARDS MUST BE FILLED OUT IN INK AND HAVE A SUPERVISOR'S SIGNATURE!!!!**