

BI-WEEKLY SCHEDULE OF PAYROLL PERIODS FOR TAX YEAR 2018

Month	PAYPERIOD		CHANGES DUE BY	TIMECARDS DUE BY	PAYDAY	BW
	Begin	End	WEDNESDAY	MONDAY 9:00am	FRIDAY	
JAN	12/25/2017	1/7/2018	1/3/2018	1/8/2018	1/12/2018	1
	1/8/2018	1/21/2018	1/17/2018	1/22/2018	1/26/2018	2
FEB	1/22/2018	2/4/2018	1/31/2018	2/5/2018	2/9/2018	3
	2/5/2018	2/18/2018	2/14/2018	2/19/2018	2/23/2018	4
MAR	2/19/2018	3/4/2018	2/28/2018	3/5/2018	3/9/2018	5
	3/5/2018	3/18/2018	3/14/2018	3/19/2018	3/23/2018	6
APR	3/19/2018	4/1/2018	3/28/2018	4/2/2018	4/6/2018	7
	4/2/2018	4/15/2018	4/11/2018	4/16/2018	4/20/2018	8
MAY	4/16/2018	4/29/2018	4/25/2018	4/30/2018	5/4/2018	9
	4/30/2018	5/13/2018	5/9/2018	5/14/2018	5/18/2018	10
JUN	5/14/2018	5/27/2018	5/23/2018	5/28/2018	6/1/2018	11
	5/28/2018	6/10/2018	6/6/2018	6/11/2018	6/15/2018	12
JUL	6/11/2018	6/24/2018	6/20/2018	6/25/2018	6/29/2018	13
	6/25/2018	7/8/2018	7/4/2018	7/9/2018	7/13/2018	14
AUG	7/9/2018	7/22/2018	7/18/2018	7/23/2018	7/27/2018	15
	7/23/2018	8/5/2018	8/1/2018	8/6/2018	8/10/2018	16
SEPT	8/6/2018	8/19/2018	8/15/2018	8/20/2018	8/24/2018	17
	8/20/2018	9/2/2018	8/29/2018	9/3/2018	9/7/2018	18
OCT	9/3/2018	9/16/2018	9/12/2018	9/17/2018	9/21/2018	19
	9/17/2018	9/30/2018	9/26/2018	10/1/2018	10/5/2018	20
NOV	10/1/2018	10/14/2018	10/10/2018	10/15/2018	10/19/2018	21
	10/15/2018	10/28/2018	10/24/2018	10/29/2018	11/2/2018	22
DEC	10/29/2018	11/11/2018	11/7/2018	11/12/2018	11/16/2018	23
	11/12/2018	11/25/2018	11/21/2018	11/26/2018	11/30/2018	24
DEC	11/26/2018	12/9/2018	12/5/2018	12/10/2018	12/14/2018	25
	12/10/2018	12/23/2018	12/19/2018	12/24/2018	12/28/2018	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!!!!**