



**2019 Bi-weekly Payroll Calendar and Web Time Entry  
Due dates for Hourly Temporary Employees and  
Supervisors**

BW#	Bi-weekly pay period		Timesheet deadline		Approval deadline		Payday
	Work Week Begins on....	Work Week Ends on....	Employees Timesheet completion due date ....	Employees time due by cut off time....	Supervisors timesheet approval due date....	Supervisors timesheet submission cut-off time....	
1	12/10/2018	12/23/2018	12/26/2018	11:30 PM	12/27/2018	11:30 PM	1/4/2019
2	12/24/2018	1/6/2019	1/7/2019	12 Midnight	1/8/2019	12:30 PM	1/18/2019
3	1/7/2019	1/20/2019	1/21/2019	12 Midnight	1/22/2019	12:30 PM	2/1/2019
4	1/21/2019	2/3/2019	2/4/2019	12 Midnight	2/5/2019	12:30 PM	2/15/2019
5	2/4/2019	2/17/2019	2/18/2019	12 Midnight	2/19/2019	12:30 PM	3/1/2019
6	2/18/2019	3/3/2019	3/4/2019	12 Midnight	3/5/2019	12:30 PM	3/15/2019
7	3/4/2019	3/17/2019	3/18/2019	12 Midnight	3/19/2019	12:30 PM	3/29/2019
8	3/18/2019	3/31/2019	4/1/2019	12 Midnight	4/2/2019	12:30 PM	4/12/2019
9	4/1/2019	4/14/2019	4/15/2019	12 Midnight	4/16/2019	12:30 PM	4/26/2019
10	4/15/2019	4/28/2019	4/29/2019	12 Midnight	4/30/2019	12:30 PM	5/10/2019
11	4/29/2019	5/12/2019	5/13/2019	12 Midnight	5/14/2019	12:30 PM	5/24/2019
12	5/13/2019	5/26/2019	5/27/2019	12 Midnight	5/28/2019	12:30 PM	6/7/2019
13	5/27/2019	6/9/2019	6/10/2019	12 Midnight	6/11/2019	12:30 PM	6/21/2019
14	6/10/2019	6/23/2019	6/24/2019	12 Midnight	6/25/2019	12:30 PM	7/5/2019
15	6/24/2019	7/7/2019	7/8/2019	12 Midnight	7/9/2019	12:30 PM	7/19/2019
16	7/8/2019	7/21/2019	7/22/2019	12 Midnight	7/23/2019	12:30 PM	8/2/2019
17	7/22/2019	8/4/2019	8/5/2019	12 Midnight	8/6/2019	12:30 PM	8/16/2019
18	8/5/2019	8/18/2019	8/19/2019	12 Midnight	8/20/2019	12:30 PM	8/30/2019
19	8/19/2019	9/1/2019	9/2/2019	12 Midnight	9/3/2019	12:30 PM	9/13/2019
20	9/2/2019	9/15/2019	9/16/2019	12 Midnight	9/17/2019	12:30 PM	9/27/2019
21	9/16/2019	9/29/2019	9/30/2019	12 Midnight	9/31/2019	12:30 PM	10/11/2019
22	9/30/2019	10/13/2019	10/14/2019	12 Midnight	10/15/2019	12:30 PM	10/25/2019
23	10/14/2019	10/27/2019	10/28/2019	12 Midnight	10/29/2019	12:30 PM	11/8/2019
24	10/28/2019	11/10/2019	11/11/2019	12 Midnight	11/12/2019	12:30 PM	11/22/2019
25	11/11/2019	11/24/2019	11/25/2019	12 Midnight	11/26/2019	12:30 PM	12/6/2019
26	11/25/2019	12/8/2019	12/9/2019	12 Midnight	12/10/2019	12:30 PM	12/20/2019

**Important:** Hourly Temporary Employees must submit their timesheet NO LATER than the Time Entry Due Date and submission time. Employees *will not* have access to their timesheet/s after the submission deadline. If an hourly employee fails to open their timesheet/s before the end of the pay period, the hourly employee will need to submit an electronic late timesheet. **Which will be paid in the next pay period cycle.** Supervisors must approve timesheets before the cut off/ lock out deadline.

\* Pay date adjusted due to Holiday