



HUMAN RESOURCES

JANUARY 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|-----------------------------------|-------------------------------------|--------------------------------|-----|---------------|-----------------------|
| 30 Pay Period Begins | 31 | 1 New Years Day OFFICE CLOSED | 2 | 3 | 4 PAY DAY | 5 |
| NO DATA ENTRY | | | | | | |
| 6 | 7 | 8 | 9 Workflows Due by Noon | 10 | 11 | 12 Pay Period Ends |
| 13 Pay Period Begins | 14 | 15 | 16 | 17 | 18 PAY DAY | 19 |
| NO DATA ENTRY | | | | | | |
| 20 | 21 MLK JR DAY OFFICE CLOSED | 22 | 23 Workflows Due by Noon | 24 | 25 | 26 Pay Period Ends |
| 27 Pay Period Begins | 28 | 29 | 30 | 31 | 1 | 2 |
| NO DATA ENTRY | | | | | | |

Workflow submitted after deadline will be entered once payroll is confirmed

FEBRUARY 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------------|--|-----------|---------------------------------------|-----------|----------------------|------------------------------|
| 27 | 28 | 29 | 30 | 31 | 1 PAY DAY | 2 |
| NO DATA ENTRY | | | | | | |
| 3 | 4 | 5 | 6 Workflows Due by Noon | 7 | 8 | 9 Pay Period Ends |
| 10 Pay Period Begins | 11 | 12 | 13 | 14 | 15 PAY DAY | 16 |
| NO DATA ENTRY | | | | | | |
| 17 | 18 PRESIDENTS DAY OFFICE CLOSED | 19 | 20 Workflows Due by Noon | 21 | 22 | 23 Pay Period Ends |
| 24 Pay Period Begins | 25 | 26 | 27 | 28 | 1 | 2 |
| NO DATA ENTRY | | | | | | |

Workflow submitted after deadline will be entered once payroll is confirmed

MARCH 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------------|-----------|-----------|---------------------------------------|-----------|----------------------|------------------------------|
| 24 | 25 | 26 | 27 | 28 | 1 PAY DAY | 2 |
| NO DATA ENTRY | | | | | | |
| 3 | 4 | 5 | 6 Workflows Due by Noon | 7 | 8 | 9 Pay Period Ends |
| 10 Pay Period Begins | 11 | 12 | 13 | 14 | 15 PAY DAY | 16 |
| NO DATA ENTRY | | | | | | |
| 17 | 18 | 19 | 20 Workflows Due by Noon | 21 | 22 | 23 Pay Period Ends |
| 24 Pay Period Begins | 25 | 26 | 27 | 28 | 29 PAY DAY | 30 |
| NO DATA ENTRY | | | | | | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

Workflow submitted after deadline will be entered once payroll is confirmed



HUMAN RESOURCES

APRIL 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|-----|-----|------------------------------------|-----|---------------|-----------------------|
| 31 | 1 | 2 | 3 Workflows Due by Noon | 4 | 5 | 6 Pay Period Ends |
| 7 Pay Period Begins | 8 | 9 | 10 | 11 | 12 PAY DAY | 13 |
| NO DATA ENTRY | | | | | | |
| 14 | 15 | 16 | 17 Workflows Due by Noon | 18 | 19 | 20 Pay Period Ends |
| 21 Pay Period Begins | 22 | 23 | 24 | 25 | 26 PAY DAY | 27 |
| NO DATA ENTRY | | | | | | |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |

Workflow submitted after deadline will be entered once payroll is confirmed

MAY 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|-------------------------------------|-----|------------------------------------|-----|---------------|-----------------------|
| 28 | 29 | 30 | 1 Workflows Due by Noon | 2 | 3 | 4 Pay Period Ends |
| 5 Pay Period Begins | 6 | 7 | 8 | 9 | 10 PAY DAY | 11 |
| NO DATA ENTRY | | | | | | |
| 12 | 13 | 14 | 15 Workflows Due by Noon | 16 | 17 | 18 Pay Period Ends |
| 19 Pay Period Begins | 20 | 21 | 22 | 23 | 24 PAY DAY | 25 |
| NO DATA ENTRY | | | | | | |
| 26 | 27 MEMORIAL DAY OFFICE CLOSED | 28 | 29 Workflows Due by Noon | 30 | 31 | 1 |

Workflow submitted after deadline will be entered once payroll is confirmed

JUNE 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------------|-----------|-----------|--------------------------|-----------|----------------------|------------------------------|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 Pay Period Ends |
| 2 Pay Period Begins | 3 | 4 | 5 | 6 | 7 PAY DAY | 8 |
| NO DATA ENTRY | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 Pay Period Ends |
| | | | Workflows Due by Noon | | | |
| 16 Pay Period Begins | 17 | 18 | 19 | 20 | 21 PAY DAY | 22 |
| NO DATA ENTRY | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 Pay Period Ends |
| | | | Workflows Due by Noon | | | |
| 30 Pay Period Begins | 1 | 2 | 3 | 4 | 5 | 6 |

Workflow submitted after deadline will be entered once payroll is confirmed

JULY 2019



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|-----|-----|------------------------------------|-----------------------------------|---------------|-----------------------|
| 30 | 1 | 2 | 3 | 4 4TH OF JULY OFFICE CLOSED | 5 PAY DAY | 6 |
| NO DATA ENTRY | | | | | | |
| 7 | 8 | 9 | 10 Workflows Due by Noon | 11 | 12 | 13 Pay Period Ends |
| 14 Pay Period Begins | 15 | 16 | 17 | 18 | 19 PAY DAY | 20 |
| NO DATA ENTRY | | | | | | |
| 21 | 22 | 23 | 24 PIONEER DAY OFFICE CLOSED | 25 Workflows Due by Noon | 26 | 27 Pay Period Ends |
| 28 Pay Period Begins | 29 | 30 | 31 | 1 | 2 | 3 |
| NO DATA ENTRY | | | | | | |

Workflow submitted after deadline will be entered once payroll is confirmed

AUGUST 2019



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|-----|-----|-----------------------------|-----|---------------|-----------------------|
| 28 | 29 | 30 | 31 | 1 | 2 PAY DAY | 3 |
| | | | NO DATA ENTRY | | | |
| 4 | 5 | 6 | 7 Workflows Due by Noon | 8 | 9 | 10 Pay Period Ends |
| 11 Pay Period Begins | 12 | 13 | 14 | 15 | 16 PAY DAY | 17 |
| | | | NO DATA ENTRY | | | |
| 18 | 19 | 20 | 21 Workflows Due by Noon | 22 | 23 | 24 Pay Period Ends |
| 25 Pay Period Begins | 26 | 27 | 28 | 29 | 30 PAY DAY | 31 |
| | | | NO DATA ENTRY | | | |

SEPTEMBER 2019



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|---------------------------------|-----|--------------------------------|-----|---------------|-----------------------|
| | | | | | | 31 |
| 1 | 2 LABOR DAY OFFICE CLOSED | 3 | 4 Workflows Due by Noon | 5 | 6 | 7 Pay Period Ends |
| 8 Pay Period Begins | 9 | 10 | 11 | 12 | 13 PAY DAY | 14 |
| NO DATA ENTRY | | | | | | |
| 15 | 16 | 17 | 18 Workflows Due by Noon | 19 | 20 | 21 Pay Period Ends |
| 22 Pay Period Begins | 23 | 24 | 25 | 26 | 27 PAY DAY | 28 |
| NO DATA ENTRY | | | | | | |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |

Workflow submitted after deadline will be entered once payroll is confirmed

OCTOBER 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|-----|-----|--------------------------------|-----|---------------|-----------------------|
| 29 | 30 | 1 | 2 Workflows Due by Noon | 3 | 4 | 5 Pay Period Ends |
| 6 Pay Period Begins | 7 | 8 | 9 | 10 | 11 PAY DAY | 12 |
| NO DATA ENTRY | | | | | | |
| 13 | 14 | 15 | 16 Workflows Due by Noon | 17 | 18 | 19 Pay Period Ends |
| 20 Pay Period Begins | 21 | 22 | 23 | 24 | 25 PAY DAY | 26 |
| NO DATA ENTRY | | | | | | |
| 27 | 28 | 29 | 30 Workflows Due by Noon | 31 | 1 | 2 |

Workflow submitted after deadline will be entered once payroll is confirmed

NOVEMBER 2019



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|-------------------------------------|-----|--------------------------------|---|---------------|-----------------------|
| | | | | 31 | 1 | 2 Pay Period Ends |
| 3 Pay Period Begins | 4 | 5 | 6 | 7 | 8 PAY DAY | 9 |
| NO DATA ENTRY | | | | | | |
| 10 | 11 VETERANS DAY OFFICE CLOSED | 12 | 13 Workflows Due by Noon | 14 | 15 | 16 Pay Period Ends |
| 17 Pay Period Begins | 18 | 19 | 20 | 21 | 22 PAY DAY | 23 |
| NO DATA ENTRY | | | | | | |
| 24 | 25 | 26 | 27 Workflows Due by Noon | 28 THANKSGIVING HOLIDAY OFFICE CLOSED | 29 | 30 |

Workflow submitted after deadline will be entered once payroll is confirmed

DECEMBER 2019



HUMAN RESOURCES

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------------|-----------|-----------|---|---------------------------------------|----------------------|------------------------------|
| | | | | | 29 | 30 |
| 1 Pay Period Begins | 2 | 3 | 4 | 5 | 6 PAY DAY | 7 |
| NO DATA ENTRY | | | | | | |
| 8 | 9 | 10 | 11 Workflows Due by Noon | 12 | 13 | 14 Pay Period Ends |
| 15 Pay Period Begins | 16 | 17 | 18 | 19 | 20 PAY DAY | 21 |
| NO DATA ENTRY | | | | | | |
| 22 | 23 | 24 | 25 CHRISTMAS OFFICE CLOSED | 26 Workflows Due by Noon | 27 | 28 Pay Period Ends |
| 29 | 30 | 31 | | | | |

Workflow submitted after deadline will be entered once payroll is confirmed