

TO: CONCORDIA EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

2019 ONLINE PAY SCHEDULE

The following is a list of dates on which **ONLINE TIME SHEETS** are due. Please note all online time sheets are due at Noon for Employees and Approvers.

If they are not turned into the payroll office on the designated date – READY FOR PAYMENT – payment on that payday is not assured.

<u>Hours Per</u>	<u>DAYS COVERED</u>	<u>PAY DATE</u>	<u>EMPLOYEE DUE</u>	<u>APPROVER DUE</u>
80	12-01 thru 12-15	12-28-18	12-18-18	12-20-18
88	12-16 thru 12-31	01-15-19	01-04-19	01-08-19
88	01-01 thru 01-15	01-31-19	01-18-19	01-22-19
96	01-16 thru 01-31	02-15-19	02-05-19	02-07-19
88	02-01 thru 02-15	02-28-19	02-19-19	02-21-19
72	02-16 thru 02-28	03-15-19	03-05-19	03-07-19
88	03-01 thru 03-15	03-29-19	03-20-19	03-22-19
80	03-16 thru 03-31	04-15-19	04-03-19	04-05-19
88	04-01 thru 04-15	04-30-19	04-18-19	04-22-19
88	04-16 thru 04-30	05-15-19	05-03-19	05-07-19
88	05-01 thru 05-15	05-31-19	05-17-19	05-21-19
96	05-16 thru 05-31	06-14-19	06-05-19	06-07-19
80	06-01 thru 06-15	06-28-19	06-19-19	06-21-19
80	06-16 thru 06-30	07-15-19	07-03-19	07-08-19
88	07-01 thru 07-15	07-31-19	07-18-19	07-22-19
96	07-16 thru 07-31	08-15-19	08-05-19	08-07-19
88	08-01 thru 08-15	08-30-19	08-20-19	08-22-19
88	08-16 thru 08-31	09-13-19	09-04-19	09-06-19
80	09-01 thru 09-15	09-30-19	09-18-19	09-20-19
88	09-16 thru 09-30	10-15-19	10-03-19	10-07-19
88	10-01 thru 10-15	10-31-19	10-18-19	10-22-19
96	10-16 thru 10-31	11-15-19	11-05-19	11-07-19
88	11-01 thru 11-15	11-29-19	11-19-19	11-21-19
80	11-16 thru 11-30	12-13-19	12-04-19	12-06-19
80	12-01 thru 12-15	12-31-19	12-17-19	12-18-19