

<u>Year</u>	<u>#</u>	<u>Pay Period Begins</u>	<u>Pay Period Ends</u>	<u>Pay Date</u>	<u>Employee Approval Deadline</u>	<u>Supervisor Approval Deadline</u>
2019	1	12/16/2018	12/29/2018	1/4/2019	12/30/2018	12/31/2018
2019	2	12/30/2018	1/12/2019	1/18/2019	1/13/2019	1/14/2019
2019	3	1/13/2019	1/26/2019	2/1/2019	1/27/2019	1/28/2019
2019	4	1/27/2019	2/9/2019	2/15/2019	2/10/2019	2/11/2019
2019	5	2/10/2019	2/23/2019	3/1/2019	2/24/2019	2/25/2019
2019	6	2/24/2019	3/9/2019	3/15/2019	3/10/2019	3/11/2019
2019	7	3/10/2019	3/23/2019	3/29/2019	3/24/2019	3/25/2019
2019	8	3/24/2019	4/6/2019	4/12/2019	4/7/2019	4/8/2019
2019	9	4/7/2019	4/20/2019	4/26/2019	4/21/2019	4/22/2019
2019	10	4/21/2019	5/4/2019	5/10/2019	5/5/2019	5/6/2019
2019	11	5/5/2019	5/18/2019	5/24/2019	5/19/2019	5/20/2019
2019	12	5/19/2019	6/1/2019	6/7/2019	6/2/2019	6/3/2019
2019	13	6/2/2019	6/15/2019	6/21/2019	6/16/2019	6/17/2019
2019	14	6/16/2019	6/29/2019	7/5/2019	6/30/2019	7/1/2019
2019	15	6/30/2019	7/13/2019	7/19/2019	7/14/2019	7/15/2019
2019	16	7/14/2019	7/27/2019	8/2/2019	7/28/2019	7/29/2019
2019	17	7/28/2019	8/10/2019	8/16/2019	8/11/2019	8/12/2019
2019	18	8/11/2019	8/24/2019	8/30/2019	8/25/2019	8/26/2019
2019	19	8/25/2019	9/7/2019	9/13/2019	9/8/2019	9/9/2019
2019	20	9/8/2019	9/21/2019	9/27/2019	9/22/2019	9/23/2019
2019	21	9/22/2019	10/5/2019	10/11/2019	10/6/2019	10/7/2019
2019	22	10/6/2019	10/19/2019	10/25/2019	10/20/2019	10/21/2019
2019	23	10/20/2019	11/2/2019	11/8/2019	11/3/2019	11/4/2019
2019	24	11/3/2019	11/16/2019	11/22/2019	11/17/2019	11/18/2019
2019	25	11/17/2019	11/30/2019	12/6/2019	12/1/2019	12/2/2019
2019	26	12/1/2019	12/14/2019	12/20/2019	12/15/2019	12/16/2019

Employees must approve and submit their hours before 12 pm on their approval deadline. Supervisor must approve and submit their employees' time cards before 10 am on their approval deadline.