



**Janus**  
youth programs

**2019 Payroll Timesheet Schedule**

<b>Pay Period Ending:</b>	<b>Payroll Changes Due to HR By:*</b>	<b><u>On-Line Timesheets Completed and approved by:**</u></b>	<b>Transmit Date: (timesheets locked)***</b>	<b><u>Pay Date:****</u></b>
1/15/2019	1/10/2019	early 1/15/2019	1/17/2019	1/22/2019
1/31/2019	1/25/2019	2/1/2019	2/4/2019	2/6/2019
2/15/2019	2/10/2019	early 2/15/2019	2/16/2019	2/21/2019
2/28/2019	2/22/2019	3/1/2019	3/4/2019	3/6/2019
3/15/2019	3/10/2019	3/16/2019	3/19/2019	3/21/2019
3/31/2019	3/25/2019	4/1/2019	4/3/2019	4/5/2019
4/15/2019	4/10/2019	early 4/15/2019	4/17/2019	4/19/2019
4/30/2019	4/25/2019	5/1/2019	5/3/2019	5/7/2019
5/15/2019	5/10/2019	5/16/2019	5/20/2019	5/22/2019
5/31/2019	5/25/2019	6/1/2019	6/4/2019	6/6/2019
6/15/2019	6/10/2019	6/16/2019	6/18/2019	6/20/2019
6/30/2019	6/25/2019	7/1/2019	7/2/2019	7/5/2019
7/15/2019	7/10/2019	7/16/2019	7/18/2019	7/22/2019
7/31/2019	7/25/2019	8/1/2019	8/5/2019	8/7/2019
8/15/2019	8/10/2019	8/16/2019	8/19/2019	8/21/2019
8/31/2019	8/25/2019	9/1/2019	9/4/2019	9/6/2019
9/15/2019	9/10/2019	9/16/2019	9/18/2019	9/20/2019
9/30/2019	9/25/2019	10/1/2019	10/3/2019	10/7/2019
10/15/2019	10/10/2019	10/16/2019	10/18/2019	10/22/2019
10/31/2019	10/25/2019	11/1/2019	11/5/2019	11/7/2019
11/15/2019	11/10/2019	11/16/2019	11/19/2019	11/21/2019
11/30/2019	11/25/2019	12/1/2019	12/3/2019	12/5/2019
12/15/2019	12/10/2019	12/16/2019	12/18/2019	12/20/2019
12/31/2019	12/25/2019	1/1/2020	1/3/2020	1/7/2020

\*Changes for the pay period must be received by HR no later then end of business on the date listed above (examples of changes include position, FTE, rate, worksite, supervisor).

\*\*Timesheets must be completed and approved by employee and supervisor by 10:00 a.m. on the date listed above.

\*\*\*Payroll is transmitted by Noon on the date listed above. Timesheets will locked at start of business on that day.

\*\*\*\*Pay checks ready for mailing, direct deposit or pick-up at Admin on the above date during business hours.

**NOTE: Pay period end dates that occur on week-ends or holidays will be adjusted to ensure timely processing of payroll. Pay Dates that occur on week-ends or holidays will be adjusted to the next closest business day.**