

PAYROLL CALENDAR for Fiscal Year 2019 (July 1, 2018 to June 30, 2019)

PLEASE NOTE: To ensure payment on the following distribution dates all appropriate paperwork must be received by the due date shown below!

PAY Type, # see below	PAYROLL PERIODS	Paperwork deadline to HR	Time Entry dates for employees & originators	Approval Deadline 11:59 PM	Direct Deposit Distribution Dates DATES
SM14	July 1-15, 2018	6-Jul	**Jul 13	Jul-16	Friday, July 20, 2018
SM15	July 16-31, 2018	20-Jul	Jul 16-31	Aug-01	Tuesday, August 07, 2018
SM16	Aug. 1-15, 2018	6-Aug	Aug 1-15	Aug-16	Wednesday, August 22, 2018
SM17	Aug. 16-31, 2018	20-Aug	Aug 16-31	Sep-04	Friday, September 07, 2018
SM18	Sept. 1-15, 2018	10-Sep	Sep 1-15	Sep-17	Friday, September 21, 2018
SM19	Sept. 16-30, 2018	24-Sep	Sep 16-30	Oct-01	Friday, October 05, 2018
SM20	Oct. 1-15, 2018	8-Oct	Oct 1-15	Oct-16	Monday, October 22, 2018
SM21	Oct. 16-31, 2018	22-Oct	Oct 16-31	Nov-01	Wednesday, November 07, 2018
SM22	Nov. 1-15, 2018	5-Nov	Nov 1-15	Nov-16	Wednesday, November 21, 2018
SM23	Nov. 16-30, 2018	19-Nov	Nov 16-30	Dec-03	Friday, December 07, 2018
SM24	Dec. 1- 15, 2018	7-Dec	Dec 1-15	Dec-17	Friday, December 21, 2018
SM1	Dec. 16-31, 2018	17-Dec	Dec 16-31	Jan-02	Monday, January 07, 2019
SM2	Jan. 1-15, 2019	7-Jan	Jan 1-15	Jan-16	Tuesday, January 22, 2019
SM3	Jan. 16-31, 2019	22-Jan	Jan 16-31	Feb-01	Thursday, February 07, 2019
SM4	Feb. 1-15, 2019	4-Feb	Feb 1-15	Feb-19	Friday, February 22, 2019
SM5	Feb. 16-28, 2019	19-Feb	Feb 16-28	Mar-01	Thursday, March 07, 2019
SM6	March 1-15, 2019	8-Mar	Mar 1-15	Mar-18	Friday, March 22, 2019
SM7	March 16-31, 2019	22-Mar	Mar 16-31	Apr-01	Friday, April 05, 2019
SM8	April 1-15, 2019	5-Apr	Apr 1-15	Apr-16	Monday, April 22, 2019
SM9	April 16-30, 2019	19-Apr	Apr 16-30	May-01	Tuesday, May 07, 2019
SM10	May 1-15, 2019	6-May	May 1-15	May-16	Wednesday, May 22, 2019
SM11	May 16-31, 2019	20-May	May 16-31	Jun-03	Friday, June 07, 2019
SM12	June 1-15, 2019	7-Jun	Jun 1-15	Jun-17	Friday, June 21, 2019
SM13	June 16-30, 2019	21-Jun	Jun 16-30	Jul-01	Friday, July 05, 2019

Legend: Summer Spring Fall

**** Please note: Time entry for SM14 won't be opened until July 13, 2018 to allow time for year end processing.**

- The official workweek of SLCC is: Saturday at 12:00 pm until the next Friday at 11:59 pm

- If you need to enter time that was missed on a previous payroll please enter the total hours on a Saturday and add notes in the comments section.