



## SAINT MARY'S COLLEGE OF CALIFORNIA Bi-Weekly Payroll Schedule 2018-2019

Pay Period Start Date	Pay Period End Date	Timesheets Submitted by Employee	Timesheets Approved by Supervisor	Pay Day
Mon, 06/25/18	Sun, 07/08/18	Sun, 07/08/18	Mon, 07/09/18	Fri, 07/13/18
Mon, 07/09/18	Sun, 07/22/18	Sun, 07/22/18	Mon, 07/23/18	Fri, 07/27/18
Mon, 07/23/18	Sun, 08/05/18	Sun, 08/05/18	Mon, 08/06/18	Fri, 08/10/18
Mon, 08/06/18	Sun, 08/19/18	Sun, 08/19/18	Mon, 08/20/18	Fri, 08/24/18
Mon, 08/20/18	Sun, 09/02/18	Sun, 09/02/18	<b>Tue, 09/04/18</b>	Fri, 09/07/18
Mon, 09/03/18	Sun, 09/16/18	Sun, 09/16/18	Mon, 09/17/18	Fri, 09/21/18
Mon, 09/17/18	Sun, 09/30/18	Sun, 09/30/18	Mon, 10/01/18	Fri, 10/05/18
Mon, 10/01/18	Sun, 10/14/18	Sun, 10/14/18	Mon, 10/15/18	Fri, 10/19/18
Mon, 10/15/18	Sun, 10/28/18	Sun, 10/28/18	Mon, 10/29/18	Fri, 11/02/18
Mon, 10/29/18	Sun, 11/11/18	Sun, 11/11/18	Mon, 11/12/18	Fri, 11/16/18
Mon, 11/12/18	Sun, 11/25/18	Sun, 11/25/18	Mon, 11/26/18	Fri, 11/30/18
Mon, 11/26/18	Sun, 12/09/18	Sun, 12/09/18	Mon, 12/10/18	Fri, 12/14/18
<b>Please see SPECIAL instructions below regarding the Christmas Break/Holiday Deadlines</b>				
Mon, 12/10/18	Sun, 12/23/18	<b>*EARLY (see below)</b>	<b>**Fri, 12/21/18</b>	Fri, 12/28/18
Mon, 12/24/18	Sun, 01/06/19	Sun, 01/06/19	Mon, 01/07/19	Fri, 01/11/19
Mon, 01/07/19	Sun, 01/20/19	Sun, 01/20/19	<b>Tue, 01/22/19</b>	Fri, 01/25/19
Mon, 01/21/19	Sun, 02/03/19	Sun, 02/03/19	Mon, 02/04/19	Fri, 02/08/19
Mon, 02/04/19	Sun, 02/17/19	Sun, 02/17/19	Mon, 02/18/19	Fri, 02/22/19
Mon, 02/18/19	Sun, 03/03/19	Sun, 03/03/19	Mon, 03/04/19	Fri, 03/08/19
Mon, 03/04/19	Sun, 03/17/19	Sun, 03/17/19	Mon, 03/18/19	Fri, 03/22/19
Mon, 03/18/19	Sun, 03/31/19	Sun, 03/31/19	<b>Mon, 04/01/19</b>	Fri, 04/05/19
Mon, 04/01/19	Sun, 04/14/19	Sun, 04/14/19	Mon, 04/15/19	Fri, 04/19/19
Mon, 04/15/19	Sun, 04/28/19	Sun, 04/28/19	Mon, 04/29/19	Fri, 05/03/19
Mon, 04/29/19	Sun, 05/12/19	Sun, 05/12/19	Mon, 05/13/19	Fri, 05/17/19
Mon, 05/13/19	Sun, 05/26/19	Sun, 05/26/19	<b>Tue, 05/28/19</b>	Fri, 05/31/19
Mon, 05/27/19	Sun, 06/09/19	Sun, 06/09/19	Mon, 06/10/19	Fri, 06/14/19
Mon, 06/10/19	Sun, 06/23/19	Sun, 06/23/19	Mon, 06/24/19	Fri, 06/28/19

### EARLY GAELXPRESS DUE DATES for Christmas/Winter Break Holiday (12/10/18 - 12/23/18 pay period)

**\*EMPLOYEE Submissions:** If you are NOT working the weekend of Dec 22-23rd, your time is due by your last day of work for the pay period, no later than **10AM FRI, DEC 21, 2018**. If you ARE working the weekend, please submit all hours including your projected/scheduled weekend work hours through Dec 23rd and submit by the same **10AM FRI, DEC 21, 2018** deadline.

**\*\*SUPERVISOR Approvals:** Be sure to plan accordingly with your alternate supervisor if you will not be available to approve by Fri, Dec 21st. Please note that if you have any employees working the weekend of Dec 22-23rd, you will also be approving their projected/scheduled hours for the weekend **EARLY** by the same **Fri, Dec 21st** deadline. Please contact the Payroll Office with any questions about the holiday schedule.