

2019 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2019.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
19A	12/16/18 - 12/31/18	12/19/18	12/20/19	01/07/19
19B	01/01/19 - 01/15/19	01/14/19	01/15/19	01/22/19
19C	01/16/19 - 01/31/19	01/31/19	02/01/19	02/07/19
19D	02/01/19 - 02/15/19	02/14/19	02/15/19	02/22/19
19E	02/16/19 - 02/28/19	02/28/19	03/01/19	03/07/19
19F	03/01/19 - 03/15/19	03/15/19	03/18/19	03/22/19
19G	03/16/19 - 03/31/19	04/01/19	04/02/19	04/08/19
19H	04/01/19 - 04/15/19	04/12/19	04/15/19	04/22/19
19I	04/16/19 - 04/30/19	04/30/19	05/01/19	05/07/19
19J	05/01/19 - 05/15/19	05/15/19	05/16/19	05/22/19
19K	05/16/19 - 05/31/19	05/31/19	06/03/19	06/07/19
19L	06/01/19 - 06/15/19	06/14/19	06/17/19	06/21/19
19M	06/16/19 - 06/30/19	06/28/19	07/01/19	07/08/19
19N	07/01/19 - 07/15/19	07/15/19	07/16/19	07/22/19
19O	07/16/19 - 07/31/19	07/31/19	08/01/19	08/07/19
19P	08/01/19 - 08/15/19	08/15/19	08/16/19	08/22/19
19Q	08/16/19 - 08/31/19	08/29/19	08/30/19	09/06/19
19R	09/01/19 - 09/15/19	09/16/19	09/17/19	09/23/19
19S	09/16/19 - 09/30/19	09/30/19	10/01/19	10/07/19
19T	10/01/19 - 10/15/19	10/15/19	10/16/19	10/22/19
19U	10/16/19 - 10/31/19	10/31/19	11/01/19	11/07/19
19V	11/01/19 - 11/15/19	11/15/19	11/18/19	11/22/19
19W	11/16/19 - 11/30/19	11/27/19	12/02/19	12/06/19
19X	12/01/19 - 12/15/19	12/16/19	12/17/19	12/23/19

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 16th of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

Payroll Advices are available on eCampus.

Faculty and Staff Payroll Checks can be picked up by payee at the Department of Human Resources. Employees are required to present identification. All checks not picked up will be mailed to the address of record on the fourth business day after the pay date.

All Student employee paychecks are mailed.