

**SCHEDULE OF PAY PERIODS AND PAY DATES  
FISCAL YEAR 2019**

SCHEDULE	PAY PERIOD	PAYDAY	WEB TIMESHEETS		WEB TIME DEADLINE - NOON		
			AVAILABLE 2PM				
28	06/16/18 - 06/29/18	07/06/18	06/20/18	W	06/29/18	F	
30	06/30/18 - 07/13/18	07/20/18	07/04/18	W	07/13/18	F	
32	07/14/18 - 07/27/18	08/03/18	07/18/18	W	07/27/18	F	
34	07/28/18 - 08/10/18	08/17/18	08/01/18	W	08/10/18	F	
36	08/11/18 - 08/24/18	08/31/18	08/15/18	W	08/24/18	F	
38	08/25/18 - 09/07/18	09/14/18	08/29/18	W	09/07/18	F	
40	09/08/18 - 09/21/18	09/28/18	09/12/18	W	09/21/18	F	
42	09/22/18 - 10/05/18	10/12/18	09/26/18	W	10/05/18	F	
44	10/06/18 - 10/19/18	10/26/18	10/10/18	W	10/19/18	F	
46	10/20/18 - 11/02/18	11/09/18	10/24/18	W	11/02/18	F	
48	11/03/18 - 11/16/18	11/21/18	11/07/18	W	11/14/18	W	A
50	11/17/18 - 11/30/18	12/07/18	11/21/18	W	11/30/18	F	
52	12/01/18 - 12/14/18	12/21/18	12/04/18	T	12/14/18	F	
2	12/15/18 - 12/28/18	01/04/19	12/15/18	SAT	12/18/18	T	B
4	12/29/18 - 01/11/19	01/18/19	01/02/19	W	01/11/19	F	
6	01/12/19 - 01/25/19	02/01/19	01/16/19	W	01/25/19	F	
8	01/26/19 - 02/08/19	02/15/19	01/30/19	W	02/08/19	F	
10	02/09/19 - 02/22/19	03/01/19	02/13/19	W	02/22/19	F	
12	02/23/19 - 03/08/19	03/15/19	02/27/19	W	03/07/19	F	
14	03/09/19 - 03/22/19	03/29/19	03/13/19	W	03/22/19	TH	C
16	03/23/19 - 04/05/19	04/12/19	03/27/19	W	04/05/19	F	
18	04/06/19 - 04/19/19	04/26/19	04/10/19	W	04/19/19	F	
20	04/20/19 - 05/03/19	05/10/19	04/24/19	W	05/03/19	F	
22	05/04/19 - 05/17/19	05/24/19	05/08/19	W	05/17/19	F	
24	05/18/19 - 05/31/19	06/07/19	05/22/19	W	05/31/19	F	
26	06/01/19 - 06/14/19	06/21/19	06/05/19	W	06/14/19	F	
28	06/15/19 - 06/28/19	07/05/19	06/19/19	W	06/26/19	F	

There will be twenty pay dates during the 2018-2019 Academic Year.

Staff Leave cut-off for annual and personal leave is December 14, 2018

**- All time must be reported to payroll by noon on Friday before check date.  
This includes on-line and paper time reporting.**

NOTE: March 11-17, 2019 Spring Break for Students and Faculty Only

March 15, 2019 is Spring Break for Staff with College Closed

- A Early time deadline and check date due to Thanksgiving Holiday
- B Early time deadline due to Winter Break
- C Early time deadline due to Spring Break

November 23-25, 2018

December 24, 2018-January 1, 2019

March 11-17, 2019

**- Faculty pay dates are determined by HR. Please refer to the HR memo regarding pay dates.**

Pay Advices are available at MyMC, click on employees, employee services, pay information then paystub.

**- ALL EMPLOYEES ARE ENCOURAGED TO ENROLL IN DIRECT DEPOSIT.**