

San Jacinto College District
Bi-weekly Payroll Schedule
2018 - 2019
SUBJECT TO CHANGE

YEAR	BW#	PAYDAY (WEDNESDAY)	PAYROLL PERIOD		TIME SHEET	TIME SHEET
			BEGINS MONDAY	ENDS SUNDAY	SUBMISSION CLOSES AT 11:59 PM	APPROVAL CLOSES AT 11:59 PM
* All dates worked through 8/31/18 will be expensed in the Fiscal Year 2018 budget.						
2018	18 *	September 5, 2018	August 13, 2018	August 26, 2018	August 27, 2018	August 28, 2018
2018	19 *	September 19, 2018	August 27, 2018	September 9, 2018	September 10, 2018	September 11, 2018
2018	20	October 3, 2018	September 10, 2018	September 23, 2018	September 24, 2018	September 25, 2018
2018	21	October 17, 2018	September 24, 2018	October 7, 2018	October 8, 2018	October 9, 2018
2018	22	October 31, 2018	October 8, 2018	October 21, 2018	October 22, 2018	October 23, 2018
2018	23	November 14, 2018	October 22, 2018	November 4, 2018	November 5, 2018	November 6, 2018
2018	24	November 28, 2018	November 5, 2018	November 18, 2018	Nov. 19 10:00 am	Nov. 19 2:00 pm
2018	25	December 12, 2018	November 19, 2018	December 2, 2018	December 3, 2018	December 4, 2018
2018	26	December 26, 2018	December 3, 2018	December 16, 2018	Dec. 17 10:00 am	Dec. 17 2:00 pm
2019	1	January 9, 2019	December 17, 2018	December 30, 2018	Jan. 2 10:00 am	January 2, 2019
2019	2	January 23, 2019	December 31, 2018	January 13, 2019	January 14, 2019	January 15, 2019
2019	3	February 6, 2019	January 14, 2019	January 27, 2019	January 28, 2019	January 29, 2019
2019	4	February 20, 2019	January 28, 2019	February 10, 2019	February 11, 2019	February 12, 2019
2019	5	March 6, 2019	February 11, 2019	February 24, 2019	February 25, 2019	February 26, 2019
2019	6	March 20, 2019	February 25, 2019	March 10, 2019	** March 11, 2019	** March 12, 2019
2019	7	April 3, 2019	March 11, 2019	March 24, 2019	March 25, 2019	March 26, 2019
2019	8	April 17, 2019	March 25, 2019	April 7, 2019	April 8, 2019	April 9, 2019
2019	9	May 1, 2019	April 8, 2019	April 21, 2019	April 22, 2019	April 23, 2019
2019	10	May 15, 2019	April 22, 2019	May 5, 2019	May 6, 2019	May 7, 2019
2019	11	May 29, 2019	May 6, 2019	May 19, 2019	May 20, 2019	May 21, 2019
2019	12	June 12, 2019	May 20, 2019	June 2, 2019	June 3, 2019	June 4, 2019
2019	13	June 26, 2019	June 3, 2019	June 16, 2019	June 17, 2019	June 18, 2019
2019	14	July 10, 2019	June 17, 2019	June 30, 2019	July 1, 2019	July 2, 2019
2019	15	July 24, 2019	July 1, 2019	July 14, 2019	July 15, 2019	July 16, 2019
2019	16	August 7, 2019	July 15, 2019	July 28, 2019	July 29, 2019	July 30, 2019
2019	17	August 21, 2019	July 29, 2019	August 11, 2019	August 12, 2019	August 13, 2019
All dates worked through 8/31/19 will be expensed in the Fiscal Year 2019 budget.						

HOLIDAY SCHEDULE 2018 -2019	NUMBER OF DAYS	
September 3, 2018	Labor Day	1
November 21 - 25, 2018 (No Weekend Classes)	Thanksgiving	3
December 21, 2018 - January 1, 2019	Winter Break	8
January 21, 2019	Martin Luther King Jr. Day	1
March 11 - 17, 2019 (No Weekend Classes)	Spring Break	5
April 19 - April 21, 2019 (No Weekend Classes)	Spring Holiday	1
May 27, 2019	Memorial Day	1
July 4, 2019	Independence Day	1
	TOTAL HOLIDAYS	<u><u>21</u></u>

NOTE:
All time sheets **MUST** be submitted and approved by the closing date.

****Deadline during Spring Break.**
Please submit and approve prior to leaving for your break.