

San Jacinto College District
 Monthly Payroll Schedule
 2018-2019

SUBJECT TO CHANGE

PAYDAY	Exception Time Dates		Due to Provost by 2:00 pm *** See Notes Below	
	BEGINS MONDAY	ENDS SUNDAY		
Friday, September 28	August 13	September 9	September 11	Please report any adjunct absences that occur during finals week to the payroll office immediately so that December checks are accurate.
Wednesday, October 31	September 10	October 7	October 9	
Friday, November 30	October 8	November 4	November 6	
Tuesday, December 18	November 5	December 9	Dec 11 by 10:00 am	
Thursday, January 31	December 10	January 6	January 8	
Thursday, February 28	January 7	February 3	February 5	
Friday, March 29	February 4	March 3	March 5	
Tuesday, April 30	March 4	April 7	April 9	
Friday, May 31	April 8	May 12	May 14	
Friday, June 28	May 13	June 9	June 11	
Wednesday, July 31	June 10	July 7	July 9	
Friday, August 30	July 8	August 11	August 13	
HOLIDAY SCHEDULE		NUMBER OF DAYS		*** NOTES: All time to be input by the payroll department should be submitted to the Provost's office by 2:00 pm on the Tuesday after the pay period closes. This applies to all areas regardless of reporting hierarchy. Information needs to be attached to ONE cover sheet by ORG . This should include all overtime and absences. This will also include substitute forms for all faculty and adjunct absence forms. **District Offices should submit their packets directly to payroll on the Wednesday after the pay period closes.
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 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	21		