

February 2019 Payroll Calendar

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1 2

January 2019							March 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

3	4	5 Paysheet Creation	6	7	8 DEADLINE Proof Payroll 6pm	9
	Benefitted Timeslips due 1/16-1/31	DEADLINE TLAB Approvals 6pm		Proof Payroll		

10	11	12	13	14	15 PAYDAY	16
				MSS Hires & 101 Change forms due 2/16-2/28	Benefitted Timeslips due 2/1-2/15	

17	18	19 Paysheet Creation	20	21	22	23
	CLOSED	DEADLINE TLAB Approvals 6pm		Proof Payroll	DEADLINE Proof Payroll 6pm	

24	25	26	27	28	
			MSS Hires & 101 Change forms due 3/1-3/15	PAYDAY	