



## 2019 Paycheck Schedule and Timesheet/Overtime/DSC Cut Off Dates

Check Date	Pay Period/ Entry Dates for DSC	Payroll Cut off Date- Timesheets/ DSC	Approval DSC Cut off	Comments
01/04/2019	12/09 - 12/22	12/20	12/20	*1st pay of New Calendar Year
01/18/2019	12/23 - 01/05	01/04	01/08	
02/01/2019	01/06 - 01/19	01/18	01/22	
02/15/2019	01/20 - 02/02	02/01	02/05	
03/01/2019	02/03 - 02/16	02/15	02/19	
03/15/2019	02/17 - 03/02	03/01	03/05	
03/29/2019	03/03 - 03/16	03/15	03/19	3rd pay - no benefit deducts
04/12/2019	03/17 - 03/30	03/29	04/02	
04/26/2019	03/31 - 04/13	04/12	04/16	
05/10/2019	04/14 - 04/27	04/26	04/30	
05/24/2019	04/28 - 05/11	05/10	05/14	
06/07/2019	05/12 - 05/25	05/24	05/28	
06/21/2019	05/26 - 06/08	06/07	06/11	
07/05/2019	06/09 - 06/22	06/21	06/25	Last pay of school year- 22 Pay
07/19/2019	06/23 - 07/06	07/05	07/09	* summer pay -26 pay
08/02/2019	07/07 - 07/20	07/19	07/23	* summer pay -26 pay
08/16/2019	07/21 - 08/03	08/02	08/06	* summer pay -26 pay
08/30/2019	08/04 08/17	08/16	08/20	* Last summer pay - 26 pay / 3rd pay no benefit deducts
09/13/2019	08/18 - 08/31	08/30	09/03	1st pay of New School year both 22/26 pay
09/27/2019	09/01 - 09/14	09/13	09/17	
10/11/2019	09/15 - 09/28	09/27	10/01	
10/25/2019	09/29 - 10/12	10/11	10/15	
11/08/2019	10/13 - 10/26	10/25	10/29	
11/22/2019	10/27 - 11/09	11/08	11/12	
12/06/2019	11/10 - 11/23	11/22	11/26	
12/20/2019	11/24 - 12/07	12/06	12/10	Last pay of calendar year -YTD for W2s
01/03/2020	12/08 - 12/21	12/20	12/20	*
01/17/2020	12/22 - 01/04	01/03	01/07	

**\*Cut off dates for holidays/shortened pay may be subject to change**

**Please note: Overtime, Timesheets and/or Time entered and/or approved in DSC after the payroll cut off date will be paid in the next available pay cycle.**