

**M1 Payroll Schedule  
January 2019 - March 2019**

Period	Start Date	End Date	Pay Date	Payroll Run Day	Deadlines are 5:00 PM	
					Manager Timecard Approval Deadline	DEADLINE FOR DOCUMENTS TO HRSC TO MEET PAYROLL
1 2019 Calendar Month	1-Jan-19	31-Jan-19	31-Jan-19	28-Jan-19	27-Jan-19	9-Jan-19
2 2019 Calendar Month	1-Feb-19	28-Feb-19	28-Feb-19	25-Feb-19	24-Feb-19	8-Feb-19
3 2019 Calendar Month	1-Mar-19	31-Mar-19	29-Mar-19	25-Mar-19	TBD	TBD

***See Communication regarding Fiscal Year End Timecard Requirements***

***Supplementary Pay Only Timecards due the day before the M1 Payroll Run Day.***

***Non-Supplementary Pay Timecards due one week after the end of the month.***