

**M1 Payroll Schedule**  
**January 2019 - December 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
					With Supplementary Pay	Without Supplementary Pay	
1 2019 Calendar Month	1-Jan-19	31-Jan-19	31-Jan-19	28-Jan-19	27-Jan-19	7-Feb-19	9-Jan-19
2 2019 Calendar Month	1-Feb-19	28-Feb-19	28-Feb-19	25-Feb-19	24-Feb-19	7-Mar-19	8-Feb-19
3 2019 Calendar Month	1-Mar-19	31-Mar-19	29-Mar-19	25-Mar-19	<b>** 22-Mar-19</b>	<b>** 22-Mar-19</b>	8-Mar-19
4 2019 Calendar Month	1-Apr-19	30-Apr-19	30-Apr-19	24-Apr-19	23-Apr-19	7-May-19	9-Apr-19
5 2019 Calendar Month	1-May-19	31-May-19	31-May-19	22-May-19	21-May-19	7-Jun-19	8-May-19
6 2019 Calendar Month	1-Jun-19	30-Jun-19	28-Jun-19	19-Jun-19	18-Jun-19	9-Jul-19	11-Jun-19
7 2019 Calendar Month	1-Jul-19	31-Jul-19	31-Jul-19	25-Jul-19	24-Jul-19	8-Aug-19	11-Jul-19
8 2019 Calendar Month	1-Aug-19	31-Aug-19	30-Aug-19	26-Aug-19	25-Aug-19	9-Sep-19	9-Aug-19
9 2019 Calendar Month	1-Sep-19	30-Sep-19	30-Sep-19	25-Sep-19	24-Sep-19	7-Oct-19	10-Sep-19
10 2019 Calendar Month	1-Oct-19	31-Oct-19	31-Oct-19	23-Oct-19	22-Oct-19	7-Nov-19	8-Oct-19
11 2019 Calendar Month	1-Nov-19	30-Nov-19	29-Nov-19	20-Nov-19	19-Nov-19	6-Dec-19	8-Nov-19
12 2019 Calendar Month	1-Dec-19	31-Dec-19	27-Dec-19	18-Dec-19	17-Dec-19	8-Jan-20	10-Dec-19

**There are two timecard approval deadlines for managers to follow. See below:**

- Timecards **with** supplementary pay (e.g. Overtime / Camp Differential), follow the 1st column.
- Timecards **with no** supplementary pay, follow the 2nd column.

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