



District Business Office
 Payroll Services . 33 Gough Street . San Francisco, CA . 94103 . 415/241-2241

To: Administrators, Department Heads, and Classified Employees
 From: Payroll
 Subject: **2018 – 2019** Timesheet Deadlines for Employees Paid Biweekly

PAY PERIOD	DEPT/WEB TIME DATES COVERED PAY PERIOD	ENTRY DEADLINE TUESDAYS @ NOON	PAYDAY
16	07/01/2018 - 07/13/2018	Tuesday, 07/17/2018	Tuesday, 07/24/2018
17	07/14/2018 - 07/27/2018	Tuesday, 07/31/2018	Tuesday, 08/07/2018
18	07/28/2018 - 08/10/2018	Tuesday, 08/14/2018	Tuesday, 08/21/2018
19	08/11/2018 - 08/24/2018	Tuesday, 08/28/2018	Tuesday, 09/04/2018
20	08/25/2018 - 09/07/2018	Tuesday, 09/11/2018	Tuesday, 09/18/2018
21	09/08/2018 - 09/21/2018	Tuesday, 09/25/2018	Tuesday, 10/02/2018
22	09/22/2018 - 10/05/2018	Tuesday, 10/09/2018	Tuesday, 10/16/2018
23	10/06/2018 - 10/19/2018	Tuesday, 10/23/2018	Tuesday, 10/30/2018
24	10/20/2018 - 11/02/2018	Monday, 11/05/2018	Tuesday, 11/13/2018
25	11/03/2018 - 11/16/2018	Thursday 11/15/2018	Tuesday, 11/27/2018
26	11/17/2018 - 11/30/2018	Tuesday, 12/04/2018	Tuesday, 12/11/2018
27	12/01/2018 - 12/14/2018	Monday, 12/17/2018	Monday, 12/24/2018
1	12/15/2018 - 12/28/2018	Friday 12/21/2018	Tuesday, 01/08/2019
2	12/29/2018 - 01/11/2019	Tuesday, 01/15/2019	Tuesday, 01/22/2019
3	01/12/2019 - 01/25/2019	Tuesday, 01/29/2019	Tuesday, 02/05/2019
4	01/26/2019 - 02/08/2019	Monday, 02/11/2019	Tuesday, 02/19/2019
5	02/09/2019 - 02/22/2019	Tuesday, 02/26/2019	Tuesday, 03/05/2019
6	02/23/2019 - 03/08/2019	Tuesday, 03/12/2019	Tuesday, 03/19/2019
7	03/09/2019 - 03/22/2019	Monday, 03/18/2019	Tuesday, 04/02/2019
8	03/23/2019 - 04/05/2019	Tuesday, 04/09/2019	Tuesday, 04/16/2019
9	04/06/2019 - 04/19/2019	Tuesday, 04/23/2019	Tuesday, 04/30/2019
10	04/20/2019 - 05/03/2019	Tuesday, 05/07/2019	Tuesday, 05/14/2019
11	05/04/2019 - 05/17/2019	Tuesday, 05/21/2019	Tuesday, 05/28/2019
12	05/18/2019 - 05/31/2019	Tuesday, 06/04/2019	Tuesday, 06/11/2019
13	06/01/2019 - 06/14/2019	Tuesday, 06/18/2019	Tuesday, 06/25/2019
14	06/15/2019 - 06/28/2019	Monday, 07/01/2019	Tuesday, 07/09/2019
15	06/29/2019 - 06/30/2019	Tuesday, 07/09/2019	Tuesday, 07/23/2019

Timesheets are due on the deadline date as stated above. If there is any change in the time reported, please contact Payroll immediately (241-2274). This schedule gives you the due dates which must be complied with for your protection and benefit. If your timesheet is submitted on time, you will be paid on the date shown on the payday schedule.

BOLD LETTERING = Schedule change (watch for email updates).