

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Non-Exempt Pay Period Begins (December 1 st -15 th Regular Hours = 80 Hours)	2 Exempt Pay Day (November 1 st -30 th)	3 Non-Exempt Time Sheets Due to Payroll (November 16 th -30 th Regular Hours = 80 Hours) TimeClock Plus Hours Due by 1pm Central Time	4	5	6	7
8	9	10 Non-Exempt Pay Day (November 16 th -30 th)	11 Non-Exempt ePAFs Due to HR Pay Period (December 1 st -15 th)	12	13	14
15 Exempt Leave Reports Due (November 1 st -30 th) Non-Exempt Pay Period Ends (December 1 st -15 th Regular Hours = 80 Hours)	16 Non-Exempt Pay Period Begins (December 16 th -31 st Regular Hours = 96 Hours)	17 Non-Exempt Time Sheets Due to Payroll (December 1 st -15 th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	18 Exempt ePAFs Due to HR Non-Exempt ePAFs Due to HR (December 16 th -31 st)	19	20 Non-Exempt Pay Day (December 1 st -15 th)	21
22	23 HOLIDAY	24 HOLIDAY	25 Christmas HOLIDAY	26 TTU HOLIDAY ONLY	27 TTU HOLIDAY ONLY	28
29	30 TTU HOLIDAY ONLY	31 HOLIDAY Non-Exempt Pay Period Ends (December 16 th -31 st Regular Hours = 96 Hours)				