

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Exempt Pay Day (January 1 st -31 st) Non-Exempt Pay Period Begins (February 1 st -15 th Regular Hours = 88 Hours)	2
3	4 Non-Exempt Time Sheets Due to Payroll (January 16 th -31 st Regular Hours = 96 Hours) TimeClock Plus Hours Due by 1pm Central Time	5	6	7	8 Non-Exempt Pay Day (January 16 th -31 st)	9
10	11	12	13 Non-Exempt ePAFs Due to HR Pay Period (February 1 st -15 th)	14	15 Exempt Leave Reports Due (January 1 st -31 st) Non-Exempt Pay Period Ends (February 1 st -15 th Regular Hours = 88 Hours)	16 Non-Exempt Pay Period Begins (February 16 th -28 th Regular Hours = 72 Hours)
17	18 Exempt ePAFs Due to HR	19 Non-Exempt Time Sheets Due to Payroll (February 1 st -15 th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	20	21	22	23
24	25 Non-Exempt Pay Day (February 1 st -15 th)	26 Non-Exempt ePAFs Due to HR Pay Period (February 16 th -28 th)	27	28 Non-Exempt Pay Period Ends (February 16 th -28 th Regular Hours = 72 Hours)		