

2018 - 2019 STUDENT EMPLOYEE PAY DAY SCHEDULE

Pay Periods 2018-2019	Inclusive Dates of Pay Period	Max Number of Hours For Pay Period	Holiday * ~ Campus Closed ~	Student Must Report Hours Worked By	Approve Reported Hours By	Approve Payable Hours By	PAY DAY
JUL 2018	Jul 1 – Jul 31	176	Jul 4 Independence Day *	Tues, Jul 31	Wed, Aug 1	Thurs, Aug 2	Wed, Aug 15
AUG 2018	Aug 1 – Aug 30	Staff: 176 Stu: 76		Thurs, Aug 30	Fri, Aug 31	Tue, Sep 4	Fri, Sep 14
SEP 2018	Aug 31 – Sep 30	Staff: 168 Stu: 80	Sep 3 Labor Day *	Sun, Sep 30	Mon, Oct 1	Tue, Oct 2	Mon, Oct 15
OCT 2018	Oct 1 – Oct 30	Staff: 176 Stu: 88		Tue, Oct 30	Wed, Oct 31	Thurs, Nov 1	Thurs, Nov 15
NOV 2018	Oct 31 – Nov 29	Staff: 176 Stu: 76	Nov 12 Veterans Day * Nov 22 Thanksgiving Day * Nov 23 Observe Admissions Day	Thurs, Nov 29	Fri, Nov 30	Mon, Dec 3	Fri, Dec 14
DEC 2018	Nov 31 - Dec 31	Staff: 176 Stu: 64	Dec 25 Christmas Day * Dec 26 Observe Columbus Day * Dec 27 Observe Lincoln's Birthday * Dec 28 Observe President's Day * Dec 31 ~ Campus Closed ~	Fri, Dec 21	Wed, Jan 2	Thurs, Jan 3	Tue, Jan 15
JAN 2019	Jan 1 – Jan 30	Staff: 176 Stu: 80	Jan 1 New Year's Day * Jan 21 Martin Luther King Jr. Day *	Wed, Jan 30	Thurs, Jan 31	Fri, Feb 1	Fri, Feb 15
FEB 2019	Jan 31 – Feb 28	Staff: 168 Stu: 84		Thurs, Feb 28	Fri, Mar 1	Mon, Mar 4	Fri, Mar 15
MAR 2019	Mar 1 – Mar 31	Staff: 168 Stu: 84	Apr 1 Cesar Chavez Day *	Sun, Mar 31	Tues, Apr 2	Wed, Apr 3	Mon, Apr 15
APR 2019	Apr 1 – Apr 30	Staff: 176 Stu: 84		Tue, Apr 30	Wed, May 1	Thurs, May 2	Wed, May 15
MAY 2019	May 1 – May 30	Staff: 176 Stu: 12	May 27 Memorial Day *	Thurs, May 30	Fri, May 31	Mon, Jun 3	Fri, Jun 14
JUN 2019	May 31 – Jun 30	168		Sun, Jun 30	Mon, Jul 1	Tue, Jul 2	Mon, Jul 15

* **HOLIDAY** – This is an official HOLIDAY and the campus will be closed. Only a minimum of personnel essential to staff necessary service will be required to work. Attendance Reports will be marked in accordance with holiday requirements.

Revised 7/11/2018