










December 2018

These deadlines are subject to change.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	US #23 Timesheets/Timelink Due 4 PM 	UB #25 Timesheets/Timelink Due 4 PM 	5	6	Run UB #25 Payroll No Entry After 8 AM	8
9	Run US #23 Payroll No Entry After 8 AM	11	12	UB #25 Pay Day 	US #23 Pay Day 	15
16	US #24 Timesheets/Timelink Due Noon  UB #26 Timesheets/Timelink Due Noon	18	Run UB #26 Payroll No Entry After 8 AM 	Run US #24 Payroll No Entry After 8 AM 	21	22
23	8 Holiday	8 Holiday	8 Holiday	8 Holiday BW #26 Pay Day 	8 Holiday	29
30	8 Holiday SM #24 Pay Day 	8 Holiday	2	3	4	5

 Timesheets/Timelink Due |  Check Run |  Pay Day

UB – Biweekly Pays | US – Semimonthly Pays