

**TIME & LEAVE
CIVIL SERVICE/CLASSIFIED STAFF
BI-WEEKLY TIMESHEET SUBMISSION SCHEDULE
FY 2018 – 2019**

WORK PERIOD END DATES	WORK DAYS COVERED	DUE DATES
9/1/2018	(8/19 to 9/1)	*9/4/2018
9/15/2018	(9/2 to 9/15)	9/17/2018
9/29/2018	(9/16 to 9/29)	10/1/2018
10/13/2018	(9/30 to 10/13)	10/15/2018
10/27/2018	(10/14 to 10/27)	10/29/2018
11/10/2018	(10/28 to 11/10)	11/12/2018
11/24/2018	(11/11 to 11/24)	11/26/2018
12/8/2018	(11/25 to 12/8)	12/10/2018
12/22/2018	(12/9 to 12/22)	*12/26/2018
1/5/2019	(12/23 to 1/5)	1/7/2019
1/19/2019	(1/6 to 1/19)	*1/22/2019
2/2/2019	(1/20 to 2/2)	2/4/2019
2/16/2019	(2/3 to 2/16)	*2/19/2019
3/2/2019	(2/17 to 3/2)	3/4/2019
3/16/2019	(3/3 to 3/16)	3/18/2019
3/30/2019	(3/17 to 3/30)	4/1/2019
4/13/2019	(3/31 to 4/13)	4/15/2019
4/27/2019	(4/14 to 4/27)	4/29/2019
5/11/2019	(4/28 to 5/11)	5/13/2019
5/25/2019	(5/12 to 5/25)	*5/28/2019
6/8/2019	(5/26 to 6/8)	6/10/2019
6/22/2019	(6/9 to 6/22)	6/24/2019
7/6/2019	(6/23 to 7/6)	7/8/2019
7/20/2019	(7/7 to 7/20)	7/22/2019
8/3/2019	(7/21 to 8/3)	8/5/2019
8/17/2019	(8/4 to 8/17)	8/19/2019

Timesheets must be submitted on a bi-weekly basis and are due on the Monday following the Work Period End Date (* Tuesday, if Monday is a Holiday, *Wednesday, if Monday/Tuesday is a Holiday).