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**COUNTY OF GALVESTON**

**2015 BI-WEEKLY PAYROLL SCHEDULE**

Listed below is the payroll schedule for the year 2015. In order to assure the preparation of checks, timesheets should be submitted in accordance with the schedule below. The timesheets shall be delivered to the Payroll Section of the County Treasurer's Office no later than 12:00 p.m. **Early Payrolls are due by 10:00a.m.**

Paychecks cannot be guaranteed to those who do not meet the Timesheet Due Date deadline.

Payroll checks will be prepared on a biweekly basis and will cover the days as shown on the Work Period Covered column. Checks are to be distributed as indicated on the Payday column.

PAY PERIOD	WORK PERIOD COVERED	TIMESHEET DUE DATE	PAY DAY
1	12/18/2014-12/31/2014	<b>**12/31/14**</b>	01/07/15
2	01/01/2015-01/14/2015	<b>**01/14/15**</b>	01/21/15
3	01/15/2015-01/28/2015	01/29/15	02/04/15
4	01/29/2015-02/11/2015	<b>**02/11/15**</b>	02/18/15
5	02/12/2015-02/25/2015	02/26/15	03/04/15
6	02/26/2015-03/11/2015	03/12/15	03/18/15
7	03/12/2015-03/25/2015	03/26/15	04/01/15
8	03/26/2015-04/08/2015	04/09/15	04/15/15
9	04/09/2015-04/22/2015	04/23/15	04/29/15
10	04/23/2015-05/06/2015	05/07/15	05/13/15
11	05/07/2015-05/20/2015	<b>**05/20/15**</b>	05/27/15
12	05/21/2015-06/03/2015	06/04/15	06/10/15
13	06/04/2015-06/17/2015	06/18/15	06/24/15
14	06/18/2015-07/01/2015	<b>**07/01/15**</b>	07/08/15
15	07/02/2015-07/15/2015	07/16/15	07/22/15
16	07/16/2015-07/29/2015	07/30/15	08/05/15
17	07/30/2015-08/12/2015	08/13/15	08/19/15
18	08/13/2015-08/26/2015	08/27/15	09/02/15
19	08/27/2015-09/09/2015	09/10/15	09/16/15
20	09/10/2015-09/23/2015	09/24/15	09/30/15
21	09/24/2015-10/07/2015	<b>**10/08/15**</b>	10/14/15
22	10/08/2015-10/21/2015	10/22/15	10/28/15
23	10/22/2015-11/04/2015	<b>**11/03/15**</b>	<b>**11/10/15**</b>
24	11/05/2015-11/18/2015	11/19/15	11/25/15
25	11/19/2015-12/02/2015	12/03/15	12/09/15
26	12/03/2015-12/16/2015	12/17/15	12/23/15

**\*\*Denotes an early Time Sheet Due Date\*\*** **\*\*Denotes an early Pay Day\*\***