



COUNTY OF GALVESTON

2017 BI-WEEKLY PAYROLL SCHEDULE

Listed below is the payroll schedule for the year 2017. In order to assure timely payroll processing, timesheets should be submitted in accordance with the schedule below. The timesheets shall be uploaded no later than Wednesday, pay period end, by 3:00 p.m. **Early Payrolls are due by 10:00a.m. (As indicated in red)**

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	12/15/2016-12/28/2016	12/28/16	01/04/17
2	12/29/2016-01/11/2017	01/11/17	01/18/17
3	01/12/2017-01/25/2017	01/25/17	02/01/17
4	01/26/2017-02/08/2017	02/08/17	02/15/17
5	02/09/2017-02/22/2017	02/22/17	03/01/17
6	02/23/2017-03/08/2017	03/08/17	03/15/17
7	03/09/2017-03/22/2017	03/22/17	03/29/17
8	03/23/2017-04/05/2017	04/05/17	04/12/17
9	04/06/2017-04/19/2017	04/19/17	04/26/17
10	04/20/2017-05/03/2017	05/03/17	05/10/17
11	05/04/2017-05/17/2017	05/17/17	05/24/17
12	05/18/2017-05/31/2017	05/31/17	06/07/17
13	06/01/2017-06/14/2017	06/14/17	06/21/17
14	06/15/2017-06/28/2017	06/28/17	07/05/17
15	06/29/2017-07/12/2017	07/12/17	07/19/17
16	07/13/2017-07/26/2017	07/26/17	08/02/17
17	07/27/2017-08/09/2017	08/09/17	08/16/17
18	08/10/2017-08/23/2017	08/23/17	08/30/17
19	08/24/2017-09/06/2017	09/06/17	09/13/17
20	09/07/2017-09/20/2017	09/20/17	09/27/17
21	09/21/2017-10/04/2017	10/04/17	10/11/17
22	10/05/2017-10/18/2017	10/18/17	10/25/17
23	10/19/2017-11/01/2017	11/01/17	11/08/17
24	11/02/2017-11/15/2017	11/15/17	11/22/17
25	11/16/2017-11/29/2017	11/29/17	12/06/17
26	11/30/2017-12/13/2017	12/13/17	12/20/17

****Denotes an early Time Sheet Due Date****