



COUNTY OF GALVESTON

2018 BI-WEEKLY PAYROLL SCHEDULE

Listed below is the payroll schedule for the year 2018. 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	12/14/2017-12/27/2017	12/26/17	01/03/18
2	12/28/2017-01/10/2018	01/09/18	01/17/18
3	01/11/2018-01/24/2018	01/24/18	01/31/18
4	01/25/2018-02/07/2018	02/07/18	02/14/18
5	02/08/2018-02/21/2018	02/21/18	02/28/18
6	02/22/2018-03/07/2018	03/07/18	03/14/18
7	03/08/2018-03/21/2018	03/21/18	03/28/18
8	03/22/2018-04/04/2018	04/04/18	04/11/18
9	04/05/2018-04/18/2018	04/18/18	04/25/18
10	04/19/2018-05/02/2018	05/02/18	05/09/18
11	05/03/2018-05/16/2018	05/16/18	05/23/18
12	05/17/2018-05/30/2018	05/30/18	06/06/18
13	05/31/2018-06/13/2018	06/13/18	06/20/18
14	06/14/2018-06/27/2018	06/26/18	**07/03/18**
15	06/28/2018-07/11/2018	07/11/18	07/18/18
16	07/12/2018-07/25/2018	07/25/18	08/01/18
18	07/26/2018-08/08/2018	08/08/18	08/15/18
18	08/09/2018-08/22/2018	08/22/18	08/29/18
19	08/23/2018-09/05/2018	09/05/18	09/12/18
20	09/06/2018-09/19/2018	09/19/18	09/26/18
21	09/20/2018-10/03/2018	10/02/18	10/10/18
22	10/04/2018-10/17/2018	10/17/18	10/24/18
23	10/18/2018-10/31/2018	10/31/18	11/07/18
24	11/01/2018-11/14/2018	11/14/18	11/21/18
25	11/15/2018-11/28/2018	11/28/18	12/05/18
26	11/29/2018-12/12/2018	12/12/18	12/19/18

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