



**COUNTY OF GALVESTON**  
**2019 BI-WEEKLY PAYROLL SCHEDULE**

Listed below is the payroll schedule for the year 2019. 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. TimeClock Plus shall be completed no later than Thursday, after pay period end, by 10:00a.m. **Early Payrolls are due by 10:00a.m. for Timesheets and 8:30am for TimeClock Plus (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	TIMECLOCK PLUS DUE DATE	PAY DAY
<b>*1</b>	<b>12/13/2018-12/26/2018</b>	<b>12/26/18</b>	<b>12/27/18</b>	<b>01/02/19*</b>
2	12/27/2018-01/09/2019	01/09/19	01/10/19	01/16/19
3	01/10/2019-01/23/2019	01/23/19	01/24/19	01/30/19
4	01/24/2019-02/06/2019	02/06/19	02/07/19	02/13/19
5	02/07/2019-02/20/2019	02/20/19	02/21/19	02/27/19
6	02/21/2019-03/06/2019	03/06/19	03/07/19	03/13/19
7	03/07/2019-03/20/2019	03/20/19	03/21/19	03/27/19
8	03/21/2019-04/03/2019	04/03/19	04/04/19	04/10/19
<b>*9</b>	<b>04/04/2019-04/17/2019</b>	<b>04/17/19</b>	<b>04/18/19</b>	<b>04/24/19*</b>
10	04/18/2019-05/01/2019	05/01/19	05/02/19	05/08/19
11	05/02/2019-05/15/2019	05/15/19	05/16/19	05/22/19
12	05/16/2019-05/29/2019	05/29/19	05/30/19	06/05/19
13	05/30/2019-06/12/2019	06/12/19	06/13/19	06/19/19
14	06/13/2019-06/26/2019	06/26/19	06/27/19	07/03/19
15	06/27/2019-07/10/2019	07/10/19	07/11/19	07/17/19
16	07/11/2019-07/24/2019	07/24/19	07/25/19	07/31/19
17	07/25/2019-08/07/2019	08/07/19	08/08/19	08/14/19
18	08/08/2019-08/21/2019	08/21/19	08/22/19	08/28/19
19	08/22/2019-09/04/2019	09/04/19	09/05/19	09/11/19
20	09/05/2019-09/18/2019	09/18/19	09/19/19	09/25/19
21	09/19/2019-10/02/2019	10/02/19	10/03/19	10/09/19
22	10/03/2019-10/16/2019	10/16/19	10/17/19	10/23/19
23	10/17/2019-10/30/2019	10/30/19	10/31/19	11/06/19
24	10/31/2019-11/13/2019	11/13/19	11/14/19	11/20/19
<b>*25</b>	<b>11/14/2019-11/27/2019</b>	<b>11/28/19</b>	<b>11/28/19</b>	<b>12/04/19*</b>
26	11/28/2019-12/11/2019	12/11/19	12/12/19	12/18/19

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