



# THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY

## 2019 Bi-Weekly Payroll Schedule

<b>Payday</b>	<b>Pay Period</b>	<b>Supervisor Sign-Off</b>
January 4	12/17/18 – 12/30/18	January 2
January 18	12/31/18 – 1/13/19	January 14
February 1	1/14/19 – 1/27/19	January 28
February 15	1/28/19 – 2/10/19	February 11
March 1	2/11/19 – 2/24/19	February 25
March 15	2/25/19 – 3/10/19	March 11
March 29	3/11/19 – 3/24/19	March 25
April 12	3/25/19 – 4/7/19	April 8
April 26	4/8/19 – 4/21/19	April 22
May 10	4/22/19 – 5/5/19	May 6
May 24	5/6/19 – 5/19/19	May 20
June 7	5/20/19 – 6/2/19	June 3
June 21	6/3/19 – 6/16/19	June 17
July 5	6/17/19 – 6/30/19	July 1
July 19	7/1/19 – 7/14/19	July 15
August 2	7/15/19 – 7/28/19	July 29
August 16	7/29/19 – 8/11/19	August 12
August 30	8/12/19 – 8/25/19	August 26
September 13	8/26/19 – 9/8/19	September 9
September 27	9/9/19 – 9/22/19	September 23
October 11	9/23/19 – 10/6/19	October 7
October 25	10/7/19 – 10/20/19	October 21
November 8	10/21/19 – 11/3/19	November 4
November 22	11/4/19 – 11/17/19	November 18
December 6	11/18/19 – 12/1/19	December 2
December 20	12/2/19 – 12/15/19	December 16

To ensure that employees are paid in a timely fashion, Supervisors must approve TimeClock entries by 10:00 a.m. of the Monday prior to the pay date, or the Supervisor sign-off date listed above.