

To: Employers of DioCal using Diocesan Payroll Service  
 From: Sarah Crawford, Payroll & Benefits Coordinator  
 RE: DioHouse 2018 Payroll Schedule & Dates of Paid Holidays

**2018 Payroll Calendar**

- Pay dates are the 15<sup>th</sup> and last day of the month. If pay date falls on the weekend or a holiday the pay date is the Friday before.
- Timesheets are due to Diocesan Payroll Service before 1pm two business days before check dates.
- New hire paperwork is due within three days of hire date but no later than dates posted below.
- Change forms are due before 3pm the day before timesheet deadlines.

| <b><u>Pay Day / Check Date</u></b> | <b><u>Timesheet Deadline</u></b><br>Due before 1PM | <b><u>Change &amp; Hire Forms</u></b><br><b><u>Deadline</u></b><br>Due before 3pm |
|------------------------------------|--|---|
| 1/12                               | 1/10   | 1/09  |
| 1/31                               | 1/29   | 1/28  |
| 2/15                               | 2/13   | 2/12  |
| 2/28                               | 2/26   | 2/25  |
| 3/15                               | 3/13   | 3/12  |
| 3/29                               | 3/27   | 3/26  |
| 4/13                               | 4/11   | 4/10  |
| 4/30                               | 4/26   | 4/25  |
| 5/15                               | 5/11   | 5/10  |
| 5/31                               | 5/29   | 5/28  |
| 6/15                               | 6/13   | 6/12  |
| 6/29                               | 6/27   | 6/26  |
| 7/13                               | 7/11   | 7/10  |
| 7/31                               | 7/27   | 7/26  |
| 8/15                               | 8/13   | 8/12  |
| 8/31                               | 8/29   | 8/28  |
| 9/14                               | 9/12   | 9/11  |
| 9/28                               | 9/26   | 9/25  |
| 10/15                              | 10/11  | 10/10   |
| 10/31                              | 10/29  | 10/29   |
| 11/15                              | 11/13  | 11/12   |
| 11/30                              | 11/28  | 11/28   |
| 12/14                              | 12/12  | 12/11   |
| 12/31                              | 12/27  | 12/26   |

**2018 Holidays Observed by Diocesan House - Diocesan Office Closed**

- New Year's Day – observed January 1 & 2 (Monday & Tuesday)
- Martin Luther King, Jr. Day – January 15 (Monday)
- President's Day – February 19 (Monday)
- Good Friday- March 30 (Friday)
- Memorial Day – May 28 (Monday)
- Independence Day – July 4 (Wednesday)
- Labor Day – September 3 (Monday)
- Day after Convention – October 22 (Monday)
- Veteran's Day – observed November 12 (Monday)
- Thanksgiving Break – November 22 & 23 (Thursday & Friday)
- Christmas Day – December 25 (Tuesday)

2019 New Year's Day is observed Tuesday January 1.