

To: Employers of DioCal using Diocesan Payroll Service
 From: Sarah Crawford, Payroll & Benefits Coordinator
 RE: 2019 Payroll Schedule & Dates of Holidays observed by Bishop's Staff / Diocesan House

2019 Payroll Calendar

- Pay dates are the 15th 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 **12Noon** two business days before check dates.
- New hire paperwork should be completed within three days of hire date but no later than dates posted below for checks to be issued on noted pay date.
- Change forms are due before 3pm the day before timesheet deadlines.

<u>Pay Day / Check Date</u>	<u>Timesheet Deadline</u> Due before 12Noon	<u>Change & Hire Forms</u> <u>Deadline</u> Due before 3pm
1/15	1/11	1/8
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
4/15	4/11	4/10
4/30	4/26	4/25
5/15	5/13	5/10
5/31	5/29	5/28
6/14	6/12	6/11
6/28	6/26	6/25
7/15	7/11	7/10
7/31	7/29	7/26
8/15	8/13	8/12
8/30	8/28	8/27
9/13	9/11	9/10
9/30	9/26	9/25
10/15	10/10	10/9
10/31	10/29	10/24
11/15	11/13	11/12
11/27	11/25	11/22
12/13	12/11	12/10
12/31	12/27	12/26

2019 Holidays in which Diocesan Office Closed

- New Year's Day – observed January 1 (Tuesday)
- Martin Luther King, Jr. Day – January 21 (Monday)
- President's Day – February 18 (Monday)
- Good Friday- April 19 (Friday)
- Memorial Day – May 27 (Monday)
- Independence Day – July 4 (Thursday)
- Labor Day – September 2 (Monday)
- Day after Convention – October 28 (Monday)
- Veteran's Day – November 11 (Monday)
- Thanksgiving Break – November 28 & 29 (Thursday & Friday)
- Christmas Day – December 25 (Wednesday)
- 2020 New Year's Day is observed Wednesday January 1.