

**The Catholic University of America
Payroll Schedule
Calendar Year 2019**

Payroll #	Payroll Cycle	Pay Period	Semi-Monthly Time Sheet Date Due	Monthly Leave Report Due Date	Payroll "Sheeted" in PeopleSoft (7 business days before pay date)	HR - Employee Data (i.e. salary or contract changes & EDFs) Due Date	Pay Date	Deposit Submission (3 business days before pay date)	Benefits Files Upload (5 business days before pay date)	Pay Run ID
			January							
1	Semi-Monthly	12/16 - 12/31	1/3/2019		12/19/2018	12/19/2018	1/10/2019	1/7/2019	12/20/2018	18_1231SEM
2	Semi-Monthly	01/01 - 01/15	1/16/2019		1/14/2019	1/11/2019	1/25/2019	1/22/2019	1/17/2019	19_0115SEM
3	Monthly	January 2019		2/4/2019	1/23/2019	1/18/2019	1/31/2019	1/28/2019	1/24/2019	19_0131MNT
			February							
4	Semi-Monthly	01/16 - 01/31	2/1/2019		1/30/2019	1/25/2019	2/8/2019	2/5/2019	2/1/2019	19_0131SEM
5	Semi-Monthly	02/01 - 02/15	2/18/2019		2/14/2019	2/12/2019	2/25/2019	2/20/2019	2/18/2019	19_0215SEM
6	Monthly	February 2019		3/4/2019	2/20/2019	2/18/2019	2/28/2019	2/25/2019	2/21/2019	19_0228MNT
			March							
7	Semi-Monthly	02/16 - 02/28	3/1/2019		2/27/2019	2/25/2019	3/8/2019	3/5/2019	3/1/2019	19_0228SEM
8	Semi-Monthly	03/01 - 03/15	3/18/2019		3/14/2019	3/12/2019	3/25/2019	3/20/2019	3/18/2019	19_0315SEM
9	Monthly	March 2019		4/5/2019	3/21/2019	3/18/2019	3/29/2019	3/26/2019	3/22/2019	19_0331MNT
			April							
10	Semi-Monthly	03/16 - 03/31	4/1/2019		3/29/2019	3/27/2019	4/10/2019	4/5/2019	4/3/2019	19_0331SEM
11	Semi-Monthly	04/01 - 04/15	4/16/2019		4/12/2019	4/9/2019	4/25/2019	4/17/2019	4/15/2019	19_0415SEM
12	Monthly	April 2019		4/23/2019	4/23/2019	4/12/2019	4/30/2019	4/25/2019	4/23/2019	19_0430MNT
			* (due early for fiscal year-end)							
			May							
13	Semi-Monthly	04/16 - 04/30	5/1/2019		4/29/2019	4/25/2019	5/10/2019	5/7/2019	5/3/2019	19_0430SEM
14	Semi-Monthly	05/01 - 05/15	5/16/2019		5/14/2019	5/10/2019	5/24/2019	5/21/2019	5/17/2019	19_0515SEM
15	Monthly	May 2019		6/4/2019	5/22/2019	5/16/2019	5/31/2019	5/28/2019	5/23/2019	19_0531MNT
			June							
16	Semi-Monthly	05/16 - 05/31	6/3/2019		5/30/2019	5/28/2019	6/10/2019	6/5/2019	6/3/2019	19_0531SEM
17	Semi-Monthly	06/01 - 06/15	6/17/2019		6/14/2019	6/12/2019	6/25/2019	6/20/2019	6/18/2019	19_0615SEM
18	Monthly	June 2019		7/3/2019	6/19/2019	6/14/2019	6/28/2019	6/25/2019	6/21/2019	19_0630MNT
			July							
19	Semi-Monthly	06/16 - 06/30	7/1/2019		6/28/2019	6/25/2019	7/10/2019	7/3/2019	7/1/2019	19_0630SEM
20	Semi-Monthly	07/01 - 07/15	7/16/2019		7/12/2019	7/11/2019	7/25/2019	7/22/2019	7/18/2019	19_0715SEM
21	Monthly	July 2019		8/5/2019	7/23/2019	7/18/2019	7/31/2019	7/26/2019	7/24/2019	19_0731MNT
			August							
22	Semi-Monthly	07/16 - 07/31	8/1/2019		7/30/2019	7/26/2019	8/9/2019	8/6/2019	8/2/2019	19_0731SEM
23	Semi-Monthly	08/01 - 08/15	8/16/2019		8/14/2019	8/8/2019	8/23/2019	8/20/2019	8/16/2019	19_0815SEM
24	Monthly	August 2019		8/21/2019	8/22/2019	8/19/2019	8/30/2019	8/27/2019	8/23/2019	19_0830MNT
			* (due early for fiscal year-end)							
			September							
25	Semi-Monthly	08/16 - 08/31	9/3/2019		8/29/2019	8/27/2019	9/10/2019	9/5/2019	9/3/2019	19_0831SEM
26	Semi-Monthly	09/01 - 09/15	9/16/2019		9/13/2019	9/11/2019	9/25/2019	9/20/2019	9/18/2019	19_0915SEM
27	Monthly	September 2019		10/4/2019	9/19/2019	9/17/2019	9/30/2019	9/25/2019	9/23/2019	19_0930MNT
			October							
28	Semi-Monthly	09/16 - 09/30	10/1/2019		9/27/2019	9/25/2019	10/10/2019	10/7/2019	10/3/2019	19_0930SEM
29	Semi-Monthly	10/01 - 10/15	10/16/2019		10/11/2019	10/11/2019	10/25/2019	10/22/2019	10/18/2019	19_1015SEM
30	Monthly	October 2019		11/4/2019	10/23/2019	10/18/2019	10/31/2019	10/28/2019	10/24/2019	19_1031MNT
			November							
31	Semi-Monthly	10/16 - 10/31	11/1/2019		10/30/2019	10/28/2019	11/8/2019	11/5/2019	11/1/2019	19_1031SEM
32	Semi-Monthly	11/01 - 11/15	11/18/2019		11/14/2019	11/12/2019	11/25/2019	11/20/2019	11/18/2019	19_1115SEM
33	Monthly	November 2019		12/4/2019	11/18/2019	11/13/2019	11/29/2019	11/21/2019	11/19/2019	19_1130MNT
			December							
34	Semi-Monthly	11/16 - 11/30	12/2/2019		12/2/2019	11/26/2019	12/10/2019	12/5/2019	12/3/2019	19_1130SEM
35	Semi-Monthly	12/01 - 12/15	12/16/2019		12/12/2019	12/6/2019	12/20/2019	12/17/2019	12/13/2019	19_1215SEM
37	Monthly	December 2019		1/8/2020	12/11/2019	12/9/2019	12/20/2019	12/13/2019	12/12/2019	19_1231MNT

All dates are subject to change based on the 2019 CUA holiday schedule. Where dates fall will determine whether changes are required to facilitate adequate processing time.

For questions, please call Payroll at x5512

Created: October 18, 2018
Revised: January 3, 2019