

**2018-2019
Payroll Schedule for Part-Time Staff and Students**

| PAY PERIOD (11th of month through 10th of next month) | TIME SHEETS DUE TO SUPERVISOR (1st workday after 10th of month) | PAYDAY (Last workday of month) |
|--|---|--|
| June 11 - July 10, 2018 | Wednesday, July 11, 2018 | Tuesday, July 31, 2018 |
| July 11 - Aug. 10, 2018 | Monday, August 13, 2018 | Friday, August 31, 2018 |
| Aug. 11 - Sept. 10, 2018 | Tuesday, September 11, 2018 | Friday, September 28, 2018 |
| Sept. 11 - Oct. 10, 2018 | Thursday, October 11, 2018 | Wednesday, October 31, 2018 |
| Oct. 11 - Nov. 10, 2018 | Monday, November 12, 2018 | Friday, November 30, 2018 |
| Nov. 11 - Dec. 10, 2018 | Tuesday, December 11, 2018 | Friday, December 21, 2018 |
| Dec. 11 - Jan. 10, 2019 | Friday, January 11, 2019 | Thursday, January 31, 2019 |
| Jan. 11 - Feb. 10, 2019 | Monday, February 11, 2019 | Thursday, February 28, 2019 |
| Feb. 11 - March 10, 2019 | Monday, March 11, 2019 | Friday, March 29, 2019 |
| March 11 - April 10, 2019 | Thursday, April 11, 2019 | Tuesday, April 30, 2019 |
| April 11 - May 10, 2019 | Monday, May 13, 2019 | Friday, May 31, 2019 |
| May 11 - June 10, 2019 | Tuesday, June 11, 2019 | Friday, June 28, 2019 |
| June 11 - July 10, 2019 | Thursday, July 11, 2019 | Wednesday, July 31, 2019 |

NOTE: TIME SHEETS SUBMITTED AFTER THE DUE DATE ARE SUBJECT TO PAYMENT ON THE FOLLOWING SCHEDULED PAY DATE.

STUDENTS & HOURLY: You can pick up your check or sign up for Direct Deposit at the Payroll Office, Adm Bldg RM #130 8:00am - 4:30pm

To access your timesheet:

1. Log into Pipeline
2. Click on the Employee tab, then Pay & Benefits
3. Follow the directions under **Time & Attendance**