<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Employees (1) Time Entry Deadlines</th>
<th>Supervisors (2) Time Approval Deadlines</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 / 1 - 15</td>
<td>9 / 15</td>
<td>9 / 19</td>
<td>9/28/2018</td>
</tr>
<tr>
<td>9 / 16 – 30</td>
<td>9 / 30</td>
<td>10 / 3</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>10 / 1 – 15</td>
<td>10 / 15</td>
<td>10 / 18</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>10 / 16 - 31</td>
<td>10 / 31</td>
<td>11 / 5</td>
<td>11/15/2018</td>
</tr>
<tr>
<td>11 / 1 - 15</td>
<td>11 / 15</td>
<td>11 / 16 *</td>
<td>11/30/2018</td>
</tr>
<tr>
<td>11 / 16 - 30</td>
<td>11 / 30</td>
<td>12 / 4</td>
<td>12/14/2018</td>
</tr>
<tr>
<td>12 / 1 - 15</td>
<td>12 / 15</td>
<td>12 / 17 *</td>
<td>12/31/2018 (3)</td>
</tr>
<tr>
<td>12 / 16 - 31</td>
<td>12 / 31</td>
<td>1 / 4</td>
<td>1/15/2019</td>
</tr>
<tr>
<td>1 / 1 - 15</td>
<td>1 / 15</td>
<td>1 / 18</td>
<td>1/31/2019</td>
</tr>
<tr>
<td>1 / 16 - 31</td>
<td>1 / 31</td>
<td>2 / 5</td>
<td>2/15/2019</td>
</tr>
<tr>
<td>2 / 1 - 15</td>
<td>2 / 15</td>
<td>2 / 19</td>
<td>2/28/2019</td>
</tr>
<tr>
<td>2 / 16 - 28</td>
<td>2 / 28</td>
<td>3 / 5</td>
<td>3/15/2019</td>
</tr>
<tr>
<td>3 / 16 - 31</td>
<td>3 / 31</td>
<td>4 / 3</td>
<td>4/15/2019</td>
</tr>
<tr>
<td>4 / 1 - 15</td>
<td>4 / 15</td>
<td>4 / 18</td>
<td>4/30/2019</td>
</tr>
<tr>
<td>4 / 16 - 30</td>
<td>4 / 30</td>
<td>5 / 3</td>
<td>5/15/2019</td>
</tr>
<tr>
<td>5 / 1 - 15</td>
<td>5 / 15</td>
<td>5 / 20</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>5 / 16 - 31</td>
<td>5 / 31</td>
<td>6 / 5</td>
<td>6/17/2019</td>
</tr>
<tr>
<td>6 / 16 - 30</td>
<td>6 / 30</td>
<td>7 / 3</td>
<td>7/15/2019</td>
</tr>
<tr>
<td>7 / 1 - 15</td>
<td>7 / 15</td>
<td>7 / 19</td>
<td>7/31/2019</td>
</tr>
<tr>
<td>7 / 16 - 31</td>
<td>7 / 31</td>
<td>8 / 5</td>
<td>8/15/2019</td>
</tr>
<tr>
<td>8 / 1 - 15</td>
<td>8 / 15</td>
<td>8 / 20</td>
<td>8/30/2019</td>
</tr>
<tr>
<td>8 / 16 - 31</td>
<td>8 / 31</td>
<td>9 / 4 *</td>
<td>9/16/2019</td>
</tr>
</tbody>
</table>

(1) Employees: Time Entry for the current pay period is due on the current pay period end date: For example, the Pay Period 9/1 – 9/15, the time entry is due by 9/15. Any time entered after the above due dates will be processed the following pay date.

(2) Supervisors: Any time approved after the dates indicated above, will be processed the following pay date.

(3) Special payment instructions for the December 31, 2018 pay date only:
   Direct Deposit (ACH) - Employees will receive their automatic bank deposit as usual.
   Paper Checks – Employees have two options:
   • By Mail - Employee must send an email by December 14, 2018 to: payroll@txstate.edu to request their check be mailed, or
   • Pick-up Pay Check - beginning January 2, 2019 when the University reopens for business.

* Time approvals for the period deviate from the normal Schedule - Pay particular attention to these deadlines. *

Provide each Student, Hourly and Non-Student Non-regular employee with a copy of these deadlines and post this information in your office and on your website.

For other payroll information, view our website at: [http://www.txstate.edu/payroll/](http://www.txstate.edu/payroll/), call (512) 245-2543 or visit us in the JC Kellam Building, 5th floor, Room 516.