

Archdiocese of Louisville
Parish, Agency, School Payroll Calendar

January 1 – December 31, 2018

A pay week is typically from **Sunday to Saturday** and overtime calculations for non-exempt employees should be calculated based on this seven day period. Overtime calculations do not include holiday/sick/vacation/personal leave time.
Be attentive to pay periods in which a work week falls into the next pay period when calculating overtime pay.

Paydays are the 15th and the last day of the month. If the 15th or the last day of the month falls on a Saturday, Sunday, or Holiday, pay day will be on the preceding Friday. The pay period is driven by the pay date.

Pay period for EXEMPT and NON-EXEMPT SALARY basis employees	Pay period for HOURLY employees	Timesheets due to office no later than:	File processed and released BETWEEN 8AM AND 3PM:	Pay date direct deposit funds posted to employee's account
1/1-1/15	12/27-1/8	Monday, January 8, 2018	Wednesday, January 10, 2018	Friday, January 12, 2018
Please note: due to the short pay period, the pay period ends same day timesheets are due, January 8, 2018				
1/16-1/31	1/9-1/24	Thursday, January 25, 2018	Monday, January 29, 2018	Wednesday, January 31, 2018
2/1-2/15	1/25-2/8	Friday, February 9, 2018	Tuesday, February 13, 2018	Thursday, February 15, 2018
2/16-2/28	2/9-2/21	Thursday, February 22, 2018	Monday, February 26, 2018	Wednesday, February 28, 2018
3/1-3/15	2/22-3/8	Friday, March 9, 2018	Tuesday, March 13, 2018	Thursday, March 15, 2018
3/16-3/31	3/9-3/24	Monday, March 26, 2018	Wednesday, March 28, 2018	Friday, March 30, 2018
4/1-4/15	3/25-4/8	Monday, April 9, 2018	Wednesday, April 11, 2018	Friday, April 13, 2018
4/16-4/30	4/9-4/23	Tuesday, April 24, 2018	Thursday, April 26, 2018	Monday, April 30, 2018
5/1-5/15	4/24-5/8	Wednesday, May 9, 2018	Friday, May 11, 2018	Tuesday, May 15, 2018
5/16-5/31	5/9-5/23	Thursday, May 24, 2018	Tuesday, May 29, 2018	Thursday, May 31, 2018
6/1-6/15	5/24-6/8	Monday, June 11, 2018	Wednesday, June 13, 2018	Friday, June 15, 2018
6/16-6/30	6/9-6/23	Monday, June 25, 2018	Wednesday, June 27, 2018	Friday, June 29, 2018
7/1-7/15	6/24-7/8	Monday, July 9, 2018	Wednesday, July 11, 2018	Friday, July 13, 2018
7/16-7/31	7/9-7/24	Wednesday, July 25, 2018	Friday, July 27, 2018	Tuesday, July 31, 2018
8/1-8/15	7/25-8/8	Thursday, August 9, 2018	Monday, August 13, 2018	Wednesday, August 15, 2018
8/16-8/31	8/9-8/24	Monday, August 27, 2018	Wednesday, August 29, 2018	Friday, August 31, 2018
9/1-9/15	8/25-9/9	Monday, September 10, 2018	Wednesday, September 12, 2018	Friday, September 14, 2018
9/16-9/30	9/10-9/23	Monday, September 24, 2018	Wednesday, September 26, 2018	Friday, September 28, 2018
10/1-10/15	9/24-10/8	Tuesday, October 9, 2018	Thursday, October 11, 2018	Monday, October 15, 2018
10/16-10/31	10/9-10/24	Thursday, October 25, 2018	Monday, October 29, 2018	Wednesday, October 31, 2018
11/1-11/15	10/25-11/8	Friday, November 9, 2018	Tuesday, November 13, 2018	Thursday, November 15, 2018
11/16-11/30	11/9-11/24	Monday, November 26, 2018	Wednesday, November 28, 2018	Friday, November 30, 2018
12/1-12/15	11/25-12/9	Monday, December 10, 2018	Wednesday, December 12, 2018	Friday, December 14, 2018
12/16-12/31	12/10-12/26	Thursday, December 20, 2018	Thursday, December 27, 2018	Monday, December 31, 2018

Please note: due to the holidays schedule, holiday pay for Christmas Eve, Christmas Day and Day after Christmas will need to be included on the timesheets due 12/20/17 and hours for 12/22 and 12/23 will need to be estimated and adjusted on the 1/15/19 check if necessary