

Archdiocese of Louisville
Parish, Agency, School Payroll Calendar

January 1 – December 31, 2019

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	*Holiday
1/1-1/15	12/27-1/9	Wednesday, January 9, 2019	Friday, January 11, 2019	Tuesday, January 15, 2019	New Year's Day 1/1/19
Please note: due to the short pay period, the pay period ends same day timesheets are due, January 9, 2019					
1/16-1/31	1/10-1/24	Friday, January 25, 2019	Tuesday, January 29, 2019	Thursday, January 31, 2019	Martin L. King 1/21
2/1-2/15	1/25-2/9	Monday, February 11, 2019	Wednesday, February 13, 2019	Friday, February 15, 2019	
2/16-2/28	2/10-2/22	Friday, February 22, 2019	Tuesday, February 26, 2019	Thursday, February 28, 2019	
Please note: due to the short pay period, the pay period ends same day timesheets are due, February 22, 2019					
3/1-3/15	2/23-3/9	Monday, March 11, 2019	Wednesday, March 13, 2019	Friday, March 15, 2019	
3/16-3/31	3/10-3/24	Monday, March 25, 2019	Wednesday, March 27, 2019	Friday, March 29, 2019	
4/1-4/15	3/25-4/8	Tuesday, April 9, 2019	Thursday, April 11, 2019	Monday, April 15, 2019	
4/16-4/30	4/9-4/23	Wednesday, April 24, 2019	Friday, April 26, 2019	Tuesday, April 30, 2019	Good Friday 4/19
5/1-5/15	4/24-5/8	Friday, May 10, 2019	Monday, May 13, 2019	Wednesday, May 15, 2019	
5/16-5/31	5/9-5/23	Friday, May 24, 2019	Wednesday, May 29, 2019	Friday, May 31, 2019	
6/1-6/15	5/24-6/8	Monday, June 10, 2019	Wednesday, June 12, 2019	Friday, June 14, 2019	Memorial Day 5/27
6/16-6/30	6/9-6/23	Monday, June 24, 2019	Wednesday, June 26, 2019	Friday, June 28, 2019	
7/1-7/15	6/24-7/8	Tuesday, July 9, 2019	Thursday, July 11, 2019	Monday, July 15, 2019	Fourth of July 7/4 *(12 month eligible)
7/16-7/31	7/9-7/24	Thursday, July 25, 2019	Monday, July 29, 2019	Wednesday, July 31, 2019	
8/1-8/15	7/25-8/8	Friday, August 9, 2019	Tuesday, August 13, 2019	Thursday, August 15, 2019	
8/16-8/31	8/9-8/24	Monday, August 26, 2019	Wednesday, August 28, 2019	Friday, August 30, 2019	
9/1-9/15	8/25-9/8	Monday, September 9, 2019	Wednesday, September 11, 2019	Friday, September 13, 2019	Labor Day 9/2
9/16-9/30	9/9-9/23	Tuesday, September 24, 2019	Thursday, September 26, 2019	Monday, September 30, 2019	
10/1-10/15	9/24-10/8	Wednesday, October 9, 2019	Friday, October 11, 2019	Tuesday, October 15, 2019	
10/16-10/31	10/9-10/24	Friday, October 25, 2019	Tuesday, October 29, 2019	Thursday, October 31, 2019	
11/1-11/15	10/25-11/9	Monday, November 11, 2019	Wednesday, November 13, 2019	Friday, November 15, 2019	
11/16-11/30	11/10-11/24	Monday, November 25, 2019	Wednesday, November 27, 2019	Friday, November 29, 2019	
12/1-12/15	11/25-12/8	Monday, December 9, 2019	Wednesday, December 11, 2019	Friday, December 13, 2019	Thanksgiving Day & Day After 11/28 & 11/29
12/16-12/31	12/9-12/25	Friday, December 20, 2019	Friday, December 27, 2019	Tuesday, December 31, 2019	Christmas Eve 12/24 Christmas Day 12/25, Day After Christmas
Please note: due to the holidays schedule, holiday pay for Christmas Eve, and Christmas Day will need to be included on the timesheets due 12/20/19 and hours for 12/21-12/23 will need to be estimated and adjusted on the 1/15/2020 check if necessary					