

Channel Islands Social Services 2018 Pay Period Schedule

Fax all timecards to (805) 299-0699

Timecards can be scanned (no photos) and e-mailed to Payroll@IslandSocialServices.org

Timecards must be received in the office **by 12:00 Noon on Monday** due date.

Pay Period	Pay Period Start Date (Sunday)	Pay Period End Date (Saturday)	TIMECARD DUE DATES (Monday by 12:00 pm)	\$ PAY DAY \$ (Friday) Pickup 9:30 - 4:00	
1	Week 1	12/24/2017	12/30/2017	1/8/2018	1/12/2018
	Week 2	12/31/2017	1/6/2018		
2	Week 1	1/7/2018	1/13/2018	1/22/2018	1/26/2018
	Week 2	1/14/2018	1/20/2018		
3	Week 1	1/21/2018	1/27/2018	2/5/2018	2/9/2018
	Week 2	1/28/2018	2/3/2018		
4	Week 1	2/4/2018	2/10/2018	2/19/2018	2/23/2018
	Week 2	2/11/2018	2/17/2018		
5	Week 1	2/18/2018	2/24/2018	3/5/2018	3/9/2018
	Week 2	2/25/2018	3/3/2018		
6	Week 1	3/4/2018	3/10/2018	3/19/2018	3/23/2018
	Week 2	3/11/2018	3/17/2018		
7	Week 1	3/18/2018	3/24/2018	4/2/2018	4/6/2018
	Week 2	3/25/2018	3/31/2018		
8	Week 1	4/1/2018	4/7/2018	4/16/2018	4/20/2018
	Week 2	4/8/2018	4/14/2018		
9	Week 1	4/15/2018	4/21/2018	4/30/2018	5/4/2018
	Week 2	4/22/2018	4/28/2018		
10	Week 1	4/29/2018	5/5/2018	5/14/2018	5/18/2018
	Week 2	5/6/2018	5/12/2018		
11	Week 1	5/13/2018	5/19/2018	5/28/2018	6/1/2018
	Week 2	5/20/2018	5/26/2018		
12	Week 1	5/27/2018	6/2/2018	6/11/2018	6/15/2018
	Week 2	6/3/2018	6/9/2018		
13	Week 1	6/10/2018	6/16/2018	6/25/2018	6/29/2018
	Week 2	6/17/2018	6/23/2018		
14	Week 1	6/24/2018	6/30/2018	7/9/2018	7/13/2018
	Week 2	7/1/2018	7/7/2018		
15	Week 1	7/8/2018	7/14/2018	7/23/2018	7/27/2018
	Week 2	7/15/2018	7/21/2018		
16	Week 1	7/22/2018	7/28/2018	8/6/2018	8/10/2018
	Week 2	7/29/2018	8/4/2018		
17	Week 1	8/5/2018	8/11/2018	8/20/2018	8/24/2018
	Week 2	8/12/2018	8/18/2018		
18	Week 1	8/19/2018	8/25/2018	9/3/2018	9/7/2018
	Week 2	8/26/2018	9/1/2018		
19	Week 1	9/2/2018	9/8/2018	9/17/2018	9/21/2018
	Week 2	9/9/2018	9/15/2018		
20	Week 1	9/16/2018	9/22/2018	10/1/2018	10/5/2018
	Week 2	9/23/2018	9/29/2018		
21	Week 1	9/30/2018	10/6/2018	10/15/2018	10/19/2018
	Week 2	10/7/2018	10/13/2018		
22	Week 1	10/14/2018	10/20/2018	10/29/2018	11/2/2018
	Week 2	10/21/2018	10/27/2018		
23	Week 1	10/28/2018	11/3/2018	11/12/2018	11/16/2018
	Week 2	11/4/2018	11/10/2018		
24	Week 1	11/11/2018	11/17/2018	11/26/2018	11/30/2018
	Week 2	11/18/2018	11/24/2018		
25	Week 1	11/25/2018	12/1/2018	12/10/2018	12/14/2018
	Week 2	12/2/2018	12/8/2018		
26	ONE WEEK	12/9/2018	12/15/2018	12/17/2018	12/21/2018

PLEASE NOTE:

Timecards must be submitted **EVERY DUE DATE** for work performed during that pay period.

Late timecards are considered a policy violation and payment may be delayed until the next pay period.

Holiday Schedule

The office is closed for the following holidays:

New Year's -1/1/2018 (Mon)
New Year's -1/2/2018 (Tue)

President's Day - 2/19/2018 (Mon)

Good Friday - 3/30/2018 (Fri)

Memorial Day - 5/28/2018 (Mon)

4th of July - 7/4/2018 (Wed)

Labor Day - 9/3/2018 (Mon)

Observed Veterans Day - 11/12/2018 (Mon)

Thanksgiving - 11/22/2018 (Thur)

Thanksgiving - 11/23/2018 (Fri)

Christmas - 12/24/2018 (Mon)

Christmas - 12/25/2018 (Tue)

***Holidays do not affect when timecards are due so fax, e-mail or drop off at the office by Monday due date.**

Note:

Period #26 is only **one** work week