

# Channel Islands Social Services 2019 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)	<b>TIMECARD DUE DATES (Monday by 12:00 pm)</b>	<b>\$ PAY DAY \$ (Friday) Pickup 9:30 - 4:00</b>
1 Week 1	12/16/2018	12/22/2018	<b>12/31/2018</b>	1/4/2019
Week 2	12/23/2018	12/29/2018		
2 Week 1	12/30/2018	1/5/2019	<b>1/14/2019</b>	1/18/2019
Week 2	1/6/2019	1/12/2019		
3 Week 1	1/13/2019	1/19/2019	<b>1/28/2019</b>	2/1/2019
Week 2	1/20/2019	1/26/2019		
4 Week 1	1/27/2019	2/2/2019	<b>2/11/2019</b>	2/15/2019
Week 2	2/3/2019	2/9/2019		
5 Week 1	2/10/2019	2/16/2019	<b>2/25/2019</b>	3/1/2019
Week 2	2/17/2019	2/23/2019		
6 Week 1	2/24/2019	3/2/2019	<b>3/11/2019</b>	3/15/2019
Week 2	3/3/2019	3/9/2019		
7 Week 1	3/10/2019	3/16/2019	<b>3/25/2019</b>	3/29/2019
Week 2	3/17/2019	3/23/2019		
8 Week 1	3/24/2019	3/30/2019	<b>4/8/2019</b>	4/12/2019
Week 2	3/31/2019	4/6/2019		
9 Week 1	4/7/2019	4/13/2019	<b>4/22/2019</b>	4/26/2019
Week 2	4/14/2019	4/20/2019		
10 Week 1	4/21/2019	4/27/2019	<b>5/6/2019</b>	5/10/2019
Week 2	4/28/2019	5/4/2019		
11 Week 1	5/5/2019	5/11/2019	<b>5/20/2019</b>	5/24/2019
Week 2	5/12/2019	5/18/2019		
12 Week 1	5/19/2019	5/25/2019	<b>6/3/2019</b>	6/7/2019
Week 2	5/26/2019	6/1/2019		
13 Week 1	6/2/2019	6/8/2019	<b>6/17/2019</b>	6/21/2019
Week 2	6/9/2019	6/15/2019		
14 Week 1	6/16/2019	6/22/2019	<b>7/1/2019</b>	7/5/2019
Week 2	6/23/2019	6/29/2019		
15 Week 1	6/30/2019	7/6/2019	<b>7/15/2019</b>	7/19/2019
Week 2	7/7/2019	7/13/2019		
16 Week 1	7/14/2019	7/20/2019	<b>7/29/2019</b>	8/2/2019
Week 2	7/21/2019	7/27/2019		
17 Week 1	7/28/2019	8/3/2019	<b>8/12/2019</b>	8/16/2019
Week 2	8/4/2019	8/10/2019		
18 Week 1	8/11/2019	8/17/2019	<b>8/26/2019</b>	8/30/2019
Week 2	8/18/2019	8/24/2019		
19 Week 1	8/25/2019	8/31/2019	<b>9/9/2019</b>	9/13/2019
Week 2	9/1/2019	9/7/2019		
20 Week 1	9/8/2019	9/14/2019	<b>9/23/2019</b>	9/27/2019
Week 2	9/15/2019	9/21/2019		
21 Week 1	9/22/2019	9/28/2019	<b>10/7/2019</b>	10/11/2019
Week 2	9/29/2019	10/5/2019		
22 Week 1	10/6/2019	10/12/2019	<b>10/21/2019</b>	10/25/2019
Week 2	10/13/2019	10/19/2019		
23 Week 1	10/20/2019	10/26/2019	<b>11/4/2019</b>	11/8/2019
Week 2	10/27/2019	11/2/2019		
24 Week 1	11/3/2019	11/9/2019	<b>11/18/2019</b>	11/22/2019
Week 2	11/10/2019	11/16/2019		
25 Week 1	11/17/2019	11/23/2019	<b>12/2/2019</b>	12/6/2019
Week 2	11/24/2019	11/30/2019		
26 Week 1	12/1/2019	12/7/2019	<b>12/16/2019</b>	12/20/2019
Week 2	12/8/2019	12/14/2019		

**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 -1/1/2019 (Tue)

President's Day - 2/18/2019 (Mon)

Good Friday - 4/19/2019 (Fri)

Memorial Day - 5/27/2019 (Mon)

4th of July - 7/4/2019 (Thurs)

Labor Day - 9/2/2019 (Mon)

Veterans Day - 11/11/2019 (Mon)

Thanksgiving - 11/28/2019 (Thur)

Thanksgiving - 11/29/2019 (Fri)

Christmas - 12/24/2019 (Tues)

Christmas - 12/25/2019 (Wed)

New Year's Eve - 12/31/19 (Tues)

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