

**CEI Employee Payroll Calendar - Semi-Monthly  
Beginning January 2019**

<b>Pay Date</b>	<b>Pay Period Begin Date</b>	<b>Pay Period End Date</b>	<b>Time Card <u>Approval</u> Due to HR/Payroll by end of business day (access ends at midnight)</b>	<b>Due to HR/Payroll by 3pm: Address Change, Direct Deposit, W-4, Voluntary Deductions</b>	<b>Hours per pay period (based on 8 hr/day schedule)</b>
<b>1/15/2019</b>	12/16/2018	12/31/2018	1/2/2019	12/27/2018	88
<b>1/31/2019</b>	1/1/2019	1/15/2019	1/17/2019	1/11/2019	88
<b>2/15/2019</b>	1/16/2019	1/31/2019	2/2/2019	1/29/2019	96
<b>2/28/2019</b>	2/1/2019	2/15/2019	2/17/2019	2/13/2019	88
<b>3/15/2019</b>	2/16/2019	2/28/2019	3/2/2019	2/26/2018	72
<b>3/29/2019</b>	3/1/2019	3/15/2019	3/17/2019	3/13/2019	88
<b>4/15/2019</b>	3/16/2019	3/31/2019	4/2/2019	3/27/2019	80
<b>4/30/2019</b>	4/1/2019	4/15/2019	4/17/2019	4/12/2019	88
<b>5/15/2019</b>	4/16/2019	4/30/2019	5/2/2019	4/26/2019	88
<b>5/31/2019</b>	5/1/2019	5/15/2019	5/17/2019	5/13/2019	88
<b>6/14/2019</b>	5/16/2019	5/31/2019	6/2/2019	5/29/2019	96
<b>6/28/2019</b>	6/1/2019	6/15/2019	6/17/2019	6/13/2019	80
<b>7/15/2019</b>	6/16/2019	6/30/2019	7/2/2019	6/27/2019	80
<b>7/31/2019</b>	7/1/2019	7/15/2019	7/17/2019	7/11/2019	88
<b>8/15/2019</b>	7/16/2019	7/31/2019	8/2/2019	7/29/2019	96
<b>8/30/2019</b>	8/1/2019	8/15/2019	8/17/2019	8/13/2019	88
<b>9/13/2019</b>	8/16/2019	8/31/2019	9/2/2019	8/28/2019	88
<b>9/30/2019</b>	9/1/2019	9/15/2019	9/17/2019	9/12/2019	80
<b>10/15/2019</b>	9/16/2019	9/30/2019	10/2/2019	9/26/2019	88
<b>10/31/2019</b>	10/1/2019	10/15/2019	10/17/2019	10/11/2019	88
<b>11/15/2019</b>	10/16/2019	10/31/2019	11/2/2019	10/29/2019	96
<b>11/27/2019</b>	11/1/2019	11/15/2019	11/17/2019	11/13/2019	88
<b>12/13/2019</b>	11/16/2019	11/30/2019	12/2/2019	11/27/2019	80
<b>12/31/2019</b>	12/1/2019	12/15/2019	12/17/2019	12/12/2019	80