

# July 2018 – June 2019 Semi-Monthly PAC Absence Processing Schedule

Employee Absence Submission/Manager Absence Approval Deadline—5pm	Payroll Period Begin	Payroll Period End	Check Date	View Updated Absence Balances on Web
Friday, July 13, 2018	7/1/2018	7/15/2018	7/14/2018	7/16/2018
Tuesday, July 31, 2018	7/16/2018	7/31/2018	7/31/2018	8/1/2018*
Wednesday, August 15, 2018	8/1/2018	8/15/2018	8/15/2018	8/16/2018
Friday, August 31, 2018	8/16/2018	8/31/2018	8/31/2018	9/5/2018*
Friday, September 14, 2018	9/1/2018	9/15/2018	9/14/2018	9/17/2018
Friday, September 28, 2018	9/16/2018	9/30/2018	9/28/2018	10/1/2018*
Monday, October 15, 2018	10/1/2018	10/15/2018	10/15/2018	10/17/2018
Wednesday, October 31, 2018	10/16/2018	10/31/2018	10/31/2018	11/1/2018*
Thursday, November 15, 2018	11/1/2018	11/15/2018	11/15/2018	11/19/2018
Friday, November 30, 2018	11/16/2018	11/30/2018	11/30/2018	12/3/2018*
Friday, December 14, 2018	12/1/2018	12/15/2018	12/14/2018	12/17/2018
Friday, December 28, 2018	12/16/2018	12/31/2018	12/28/2018	1/2/2019*
Tuesday, January 15, 2019	1/1/2019	1/15/2019	1/15/2019	1/16/2019
Thursday, January 31, 2019	1/16/2019	1/31/2019	1/31/2019	2/1/2019*
Friday, February 15, 2019	2/1/2019	2/15/2019	2/15/2019	2/18/2019
Thursday, February 28, 2019	2/16/2019	2/28/2019	2/28/2019	3/1/2019*
Friday, March 15, 2019	3/1/2019	3/15/2019	3/15/2019	3/18/2019
Friday, March 29, 2019	3/16/2019	3/31/2019	3/29/2019	4/1/2019*
Monday, April 15, 2019	4/1/2019	4/15/2019	4/15/2019	4/17/2019
Tuesday, April 30, 2019	4/16/2019	4/30/2019	4/30/2019	5/1/2019*
Wednesday, May 15, 2019	5/1/2019	5/15/2019	5/15/2019	5/16/2019
Friday, May 31, 2019	5/16/2019	5/31/2019	5/31/2019	6/3/2019*
Friday, June 14, 2019	6/1/2019	6/15/2019	6/14/2019	6/17/2019
Friday, June 28, 2019	6/16/2019	6/30/2019	6/28/2019	7/1/2019*

\*Note: vacation time earned is applied to the employee's balance following the second semi-monthly pay period in a month.