

July 2018 – June 2019 Bi-Weekly PAC Timesheet Schedule

Employee Timesheet Submission Deadline (10 AM)	Manager Timesheet Approval Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, July 06, 2018	Friday, July 06, 2018	06/25/2018	07/08/2018	07/13/2018	07/10/2018 – Personal/Sick*
Friday, July 20, 2018	Friday, July 20, 2018	07/09/2018	07/22/2018	07/27/2018	07/24/2018 – Personal/Sick*
					08/01/2018 – Vacation**
Friday, August 03, 2018	Friday, August 03, 2018	07/23/2018	08/05/2018	08/10/2018	08/07/2018 – Personal/Sick*
Friday, August 17, 2018	Friday, August 17, 2018	08/06/2018	08/19/2018	08/24/2018	08/21/2018 – Personal/Sick*
Wednesday, August 29, 2018	Wednesday, August 29, 2018	08/20/2018	09/02/2018	09/07/2018	09/04/2018 – Personal/Sick*
					09/05/2018 – Vacation**
Friday, September 14, 2018	Friday, September 14, 2018	09/03/2018	09/16/2018	09/21/2018	09/18/2018 – Personal/Sick*
Friday, September 28, 2018	Friday, September 28, 2018	09/17/2018	09/30/2018	10/05/2018	10/02/2018 – Personal/Sick*
					10/01/2018 – Vacation**
Friday, October 12, 2018	Friday, October 12, 2018	10/01/2018	10/14/2018	10/19/2018	10/16/2018 – Personal/Sick*
Friday, October 26, 2018	Friday, October 26, 2018	10/15/2018	10/28/2018	11/02/2018	10/30/2018 – Personal/Sick*
					11/02/2018 – Vacation**
Friday, November 09, 2018	Friday, November 09, 2018	10/29/2018	11/11/2018	11/16/2018	11/13/2018 – Personal/Sick*
Wednesday, November 21, 2018	Wednesday, November 21, 2018	11/12/2018	11/25/2018	11/30/2018	11/27/2018 – Personal/Sick*
					12/03/2018 – Vacation**
Friday, December 07, 2018	Friday, December 07, 2018	11/26/2018	12/09/2018	12/14/2018	12/11/2018 – Personal/Sick*
Tuesday, December 18, 2018	Tuesday, December 18, 2018	12/10/2018	12/23/2018	12/28/2018	12/21/2018 – Personal/Sick*
					01/02/2019 – Vacation**

Notes:

- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month

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Friday, January 04, 2019	Friday, January 04, 2019	12/24/2018	01/06/2019	01/11/2019	01/08/2019 – Personal/Sick*
Wednesday, January 16, 2019	Wednesday, January 16, 2019	01/07/2019	01/20/2019	01/25/2019	01/19/2019 – Personal/Sick* 02/01/2019 – Vacation**
Friday, February 01, 2019	Friday, February 01, 2019	01/21/2019	02/03/2019	02/08/2019	02/05/2019 – Personal/Sick*
Friday, February 15, 2019	Friday, February 15, 2019	02/04/2019	02/17/2019	02/22/2019	02/19/2019 – Personal/Sick* 03/01/2019 – Vacation**
Friday, March 01, 2019	Friday, March 01, 2019	02/18/2019	03/03/2019	03/08/2019	03/05/2019 – Personal/Sick*
Friday, March 15, 2019	Friday, March 15, 2019	03/04/2019	03/17/2019	03/22/2019	03/19/2019 – Personal/Sick*
Friday, March 29, 2019	Friday, March 29, 2019	03/18/2019	03/31/2019	04/05/2019	04/02/2019 – Personal/Sick* 04/01/2019 – Vacation**
Friday, April 12, 2019	Friday, April 12, 2019	04/01/2019	04/14/2019	04/19/2019	04/16/2019 – Personal/Sick*
Friday, April 26, 2019	Friday, April 26, 2019	04/15/2019	04/28/2019	05/03/2019	04/30/2019 – Personal/Sick* 05/01/2019 – Vacation**
Friday, May 10, 2019	Friday, May 10, 2019	04/29/2019	05/12/2019	05/17/2019	05/14/2019 – Personal/Sick*
Wednesday, May 22, 2019	Wednesday, May 22, 2019	05/13/2019	05/26/2019	05/31/2019	05/28/2019 – Personal/Sick* 06/03/2019 – Vacation**
Friday, June 07, 2019	Friday, June 07, 2019	05/27/2019	06/09/2019	06/14/2019	06/11/2019 – Personal/Sick*
Friday, June 21, 2019	Friday, June 21, 2019	06/10/2019	06/23/2019	06/28/2019	06/25/2019 – Personal/Sick* 07/02/2019 – Vacation**

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