

## Tower Foundation 2019 Payroll Calendar

MONTH	HOLIDAYS	<b>APPROVE YOUR TIMECARD BY THE LAST DAY OF THE PAY PERIOD</b>	MAXIMUM NON- EXEMPT HOURS <sup>(2)</sup>	MANAGER APPROVAL By 5:00 PM	PAYDATE Pick-up Check After 9:00 AM
December 2018	Dec. 25-28	12/16-12/31	88	1/3	1/10
January	January 1 January 21	1/1-1/15 1/16-1/31	88 96	1/16 2/1	1/25 2/8
February		2/1-2/15 2/16-2/28	88 72	2/18 3/1	2/26 3/8
March		3/1-3/15 3/16-3/31	88 80	3/18 4/3	3/26 4/10
April	April 1	4/1-4/15 4/16-4/30	88 88	4/16 5/2	4/26 5/10
May	May 27	5/1-5/15 5/16-5/31	88 96	5/16 6/3	5/24 6/10
June		6/1-6/15 6/16-6/30	80 80	6/17 7/2	6/26 7/10
July	July 4	7/1-7/15 7/16-7/31	88 96	7/16 8/1	7/26 8/9
August		8/1-8/15 8/16-8/31	88 88	8/16 9/3	8/26 9/10
September	September 2	9/1-9/15 9/16-9/30	80 88	9/17 10/2	9/26 10/10
October		10/1-10/15 10/16-10/31	88 96	10/17 11/1	10/25 11/8
November	Nov. 11 Nov. 28-29	11/1-11/15 11/16-11/30	88 80	11/18 12/2	11/26 12/10
December	Dec. 25-30	12/1-12/15 12/16-12/31	80 96	12/16 1/2/20	12/26 1/10/20

Questions? Please contact Tower Foundation Human Resources (408-924-1127).

- (1) All new hire appointment forms must be submitted prior to employee's start date. All other personnel related forms should be submitted immediately upon any status changes.
- (2) Maximum number of hours that can be worked during the pay period (hourly non-student employees).