

DIOCESE OF BEAUMONT
 PAY SCHEDULE
 FISCAL YEAR 2018-2019

BI-WEEKLY SCHEDULE					MONTHLY SCHEDULE			
Pay Period	Dates Covered	Time Sheet Due	Check Date	Pay Period	Dates Covered	Timesheets Due (Dates Covered)	Check Date	
14	06-11-18 to 06-24-18	06-25-18	07-03-18					
15	06-25-18 to 07-08-18	07-09-18	07-17-18	1	07-01-18 to 07-31-18	07-09-18 (6-11 to 7-08)	7/24/2018	
16	07-09-18 to 07-22-18	07-23-18	07-31-18					
17	07-23-18 to 08-05-18	08-06-18	08-14-18					
18	08-06-18 to 08-19-18	08-20-18	08-28-18	2	08-01-18 to 08-31-18	08-06-18 (7-09 to 8-5)	8/28/2018	
19	08-20-18 to 09-02-18	08-31-18	09-11-18					
20	09-03-18 to 09-16-18	09-17-18	09-25-18	3	09-01-18 to 09-30-18	09-17-18 (8-06 to 9-16)	9/25/2018	
21	09-17-18 to 09-30-18	10-01-18	10-09-18					
22	10-01-18 to 10-14-18	10-15-18	10-23-18	4	10-01-18 to 10-31-18	10-15-18 (09-17 to 10-14)	10/23/2018	
23	10-15-18 to 10-28-18	10-29-18	11-06-18					
24	10-29-18 to 11-11-18	11-12-18	11-20-18	5	11-01-18 to 11-30-18	11-12-18 (10-15 to 11-11)	11/20/2018	
25	11-12-18 to 11-25-18	11-26-18	12-04-18					
26	11-26-18 to 12-09-18	12-10-18	12-18-18	6	12-01-18 to 12-31-18	12-11-18 (11-12 to 12-09)	12/18/2018	
1	12-10-18 to 12-23-18	12-18-18	12-31-18					
2	12-24-18 to 01-06-19	01-07-19	01-15-19	7	01-01-19 to 01-31-19	01-07-19 (12-10 to 01-06)	1/22/2019	
3	01-07-19 to 01-20-19	01-18-19	01-29-19					
4	01-21-19 to 02-03-19	02-04-19	02-12-19					
5	02-04-19 to 02-17-19	02-18-19	02-26-19	8	02-01-19 to 02-28-19	02-05-19 (01-07 to 02-03)	2/26/2019	
6	02-18-19 to 03-03-19	03-04-19	03-12-19					
7	03-04-19 to 03-17-19	03-18-19	03-26-19	9	03-01-19 to 03-31-19	03-05-19 (02-04 to 03-03)	3/26/2019	
8	03-18-19 to 03-31-19	04-01-19	04-09-19					
9	04-01-19 to 04-14-19	04-15-19	04-23-19	10	04-01-19 to 04-30-19	04-15-19 (03-04 to 04-14)	4/23/2019	
10	04-15-19 to 04-28-19	04-29-19	05-07-19					
11	04-29-19 to 05-12-19	05-13-19	05-21-19	11	05-01-19 to 05-31-19	05-14-19 (04-15 to 05-12)	5/21/2019	
12	05-13-19 to 05-26-19	05-24-19	06-04-19					
13	05-27-19 to 06-09-19	06-10-19	06-18-19	12	06-01-19 to 06-30-19	06-11-19 (05-13 to 06-09)	6/18/2019	
14	06-10-19 to 06-23-19	06-24-19	07-02-19					
Bi-Weekly Exempt, Non-exempt, Substitutes				Monthly Priests, Contract Employees (ex. Teachers, Principals, Asst. Principals)				
Hire Dates		Benefits Orientation Dates		Hire Dates		Benefits Orientation Dates		
07-09-18	to 07-13-18	7/10/2018		07-09-18	to 07-13-18	7/10/2018		
07-23-18	to 07-27-18	8/1/2018		07-23-18	to 07-27-18	8/1/2018		
08-06-18	to 08-10-18	8/14/2018		08-06-18	to 08-10-18	8/14/2018		
09-03-18	to 09-07-18	9/11/2018		09-03-18	to 09-07-18	9/11/2018		
10-01-18	to 10-05-18	10/9/2018		10-01-18	to 10-05-18	10/9/2018		
10-29-18	to 11-02-18	11/6/2018		10-29-18	to 11-02-18	11/6/2018		
11-26-18	to 11-30-18	12/4/2018		11-26-18	to 11-30-18	12/4/2018		
12-24-18	to 12-28-18	1/4/2019		12-24-18	to 12-28-18	1/4/2019		
02-04-19	to 02-08-19	2/12/2019		02-04-19	to 02-08-19	2/12/2019		
03-04-19	to 03-08-19	3/12/2019		03-04-19	to 03-08-19	3/12/2019		
04-01-19	to 04-05-19	4/9/2019		04-01-19	to 04-05-19	4/9/2019		
04-29-19	to 05-03-19	5/7/2019		04-29-19	to 05-03-19	5/7/2019		
05-27-19	to 05-31-19	6/4/2019		05-27-19	to 05-31-19	6/4/2019		
06-24-19	to 06-28-19	7/9/2019		06-24-19	to 06-28-19	7/9/2019		

ACCOUNTS PAYABLE SCHEDULE

Accounts Payable is processed every Thursday except for the following:

The week of	7/2/2018	Checks will be processed on Friday 7/06/18
The week of	9/3/2018	Checks will be processed on Friday 9/07/18
The week of	11/19/2018	Checks will NOT be processed
The week of	12/24/2018	Checks will NOT be processed
The week of	1/21/2019	Checks will be processed on Friday 1/25/19
The week of	4/22/2019	Checks will be processed on Friday 4/26/19
The week of	5/27/2019	Checks will be processed on Friday 5/31/19

If the necessity arises for a change in any other check processing dates, the Accounting Office will notify all departments as soon as possible.