DIOCESE OF BEAUMONT
PAY SCHEDULE
FISCAL YEAR 2019-2020

BI-WEEKLY SCHEDULE

Pay Period	Dates Covered	Time Sheet Due	Check Date
14	06-24-19 to 07-07-19	07-08-19	07-16-19
15	07-08-19 to 07-21-19	07-22-19	07-30-19
16	07-22-19 to 08-04-19	08-05-19	08-13-19
17	08-05-19 to 08-18-19	08-19-19	08-27-19
18	08-19-19 to 09-01-19	08-30-19	09-10-19
19	09-02-19 to 09-15-19	09-16-19	09-24-19
20	09-16-19 to 09-29-19	09-30-19	10-08-19
21	09-30-19 to 10-13-19	10-14-19	10-22-19
22	10-14-19 to 10-27-19	10-28-19	11-05-19
23	10-28-19 to 11-10-19	11-11-19	11-19-19
24	11-11-19 to 11-24-19	11-22-19	12-03-19
25	11-25-19 to 12-08-19	12-09-19	12-17-19
26	12-09-19 to 12-22-19	12-17-19	12-31-19
1	12-23-19 to 01-05-20	01-06-20	01-14-20
2	01-06-20 to 01-19-20	01-17-20	01-28-20
3	01-20-20 to 02-02-20	02-03-20	02-11-20
4	02-03-20 to 02-16-20	02-17-20	02-25-20
5	02-17-20 to 03-01-20	03-02-20	03-10-20
6	03-02-20 to 03-15-20	03-16-20	03-24-20
7	03-16-20 to 03-29-20	03-30-20	04-07-20
8	03-30-20 to 04-12-20	04-09-20	04-21-20
9	04-13-20 to 04-26-20	04-27-20	05-05-20
10	04-27-20 to 05-10-20	05-11-20	05-19-20
11	05-11-20 to 05-24-20	05-22-20	06-02-20
12	05-25-20 to 06-07-20	06-08-20	06-16-20
13	06-08-20 to 06-21-20	06-22-20	06-30-20
14	06-22-20 to 07-05-20	07-06-20	07-14-20

MONTHLY SCHEDULE

Pay Period	Dates Covered	Timesheets Due (Dates Covered)	Check Date
7	07-01-19 to 07-31-19	7-8-19 (6-10 to 7-7)	**7/23/2019**
8	08-01-19 to 08-31-19	8-19-19 (7-8 to 8-11)	**8/27/2019**
9	09-01-19 to 09-30-19	9-16-19 (8-12 o 9-15)	**9/24/2019**
10	10-01-19 to 10-31-19	10-14-19 (9-16 to 10-13)	**10/22/2019**
11	11-01-19 to 11-30-19	11-11-19 (10-14 to 11-10)	**11/19/2019**
12	12-01-19 to 12-31-19	12-9-19 (11-11 to 12-8)	**12/17/2019**
1	01-01-20 to 01-01-20	1-3-20 (12-9 to 1-12)	**1/21/2020**
2	02-01-20 to 02-25-20	2-17-20 (1-13 to 2-16)	**2/25/2020**
3	03-01-20 to 03-31-20	3-16-20 (2-17 to 3-15)	**3/24/2020**
4	04-01-20 to 04-30-20	4-13-20 (3-16 to 4-12)	**4/21/2020**
5	05-02-20 to 05-31-20	5-11-20 (4-13 to 5-10)	**5/19/2020**
6	06-02-20 to 06-30-20	6-8-20 (5-11 to 6-7)	**6/16/2020**

Bi-Weekly Exempt, Non-exempt, Substitutes

Monthly Priests, Contract Employees (ex. Teachers, Principals, Asst. Principals)

Hire Dates	Benefits Orientation Dates
06-24-19 to 06-28-19	7/9/2019
07-22-19 to 07-26-19	8/2/2019
08-05-19 to 08-09-19	8/13/2019
09-02-19 to 09-06-19	9/10/2019
09-30-19 to 10-04-19	10/8/2019
10-23-19 to 11-01-19	11/5/2019
11-25-19 to 11-29-19	12/3/2019
12-30-19 to 01-03-20	1/7/2020
02-03-20 to 02-07-20	2/11/2020
03-02-20 to 03-06-20	3/12/2020
03-30-20 to 04-03-20	4/7/2020
04-27-20 to 05-01-20	5/5/2020
06-01-20 to 06-05-20	6/9/2020
06-29-20 to 07-03-20	7/7/2020

Hire Dates	Benefits Orientation Dates
06-24-19 to 07-05-19	7/9/2019
07-22-19 to 07-26-19	8/2/2019
08-01-19 to 08-16-19	8/13/2019
09-01-19 to 09-13-19	9/10/2019
10-01-19 to 10-11-19	10/8/2019
11-01-19 to 11-08-19	11/5/2019
12-01-19 to 12-06-19	12/3/2019
01-01-20 to 01-10-20	1/7/2020
02-01-20 to 02-14-20	2/11/2020
03-01-20 to 03-13-20	3/12/2020
04-04-20 to 04-10-20	4/7/2020
05-01-20 to 05-08-20	5/5/2020
06-01-20 to 06-05-20	6/9/2020
07-01-20 to 07-10-20	7/7/2020

ACCOUNTS PAYABLE SCHEDULE
Accounts Payable is processed every Thursday except for the following:

The week of	7/1/2019		Checks will be processed on Friday 7/05/19
The week of	9/2/2019		Checks will be processed on Friday 9/06/19
The week of	11/25/2019		Checks will NOT be processed
The week of	**12/23/2019**	**and 12/30/2019**	Checks will NOT be processed
The week of	1/20/2020		Checks will be processed on Friday 1/24/20
The week of	4/13/2020		Checks will be processed on Friday 4/17/20
The week of	5/25/2020		Checks will be processed on Friday 5/29/20

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