

DIOCESE OF BEAUMONT
PAY SCHEDULE
FISCAL YEAR 2019-2020

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	06-10-19 to 06-23-19	06-24-19	07-02-19				
15	06-24-19 to 07-07-19	07-08-19	07-16-19	7	07-01-19 to 07-31-19	7-8-19 (6-10 to 7-7)	7/23/2019
16	07-08-19 to 07-21-19	07-22-19	07-30-19				
17	07-22-19 to 08-04-19	08-05-19	08-13-19				
18	08-05-19 to 08-18-19	08-19-19	08-27-19	8	08-01-19 to 08-31-19	8-19-19 (7-8 to 8-11)	8/27/2019
19	08-19-19 to 09-01-19	08-30-19	09-10-19				
20	09-02-19 to 09-15-19	09-16-19	09-24-19	9	09-01-19 to 09-30-19	9-16-19 (8-12 o 9-15)	9/24/2019
21	09-16-19 to 09-29-19	09-30-19	10-08-19				
22	09-30-19 to 10-13-19	10-14-19	10-22-19	10	10-01-19 to 10-31-19	10-14-19 (9-16 to 10-13)	10/22/2019
23	10-14-19 to 10-27-19	10-28-19	11-05-19				
24	10-28-19 to 11-10-19	11-11-19	11-19-19	11	11-01-19 to 11-30-19	11-11-19 (10-14 to 11-10)	11/19/2019
25	11-11-19 to 11-24-19	11-22-19	12-03-19				
26	11-25-19 to 12-08-19	12-09-19	12-17-19	12	12-01-19 to 12-31-19	12-9-19 (11-11 to 12-8)	12/17/2019
1	12-09-19 to 12-22-19	12-17-19	12-31-19				
2	12-23-19 to 01-05-20	01-06-20	01-14-20	1	01-01-20 to 01-01-20	1-3-20 (12-9 to 1-12)	1/21/2020
3	01-06-20 to 01-19-20	01-17-20	01-28-20				
4	01-20-20 to 02-02-20	02-03-20	02-11-20				
5	02-03-20 to 02-16-20	02-17-20	02-25-20	2	02-01-20 to 02-25-20	2-17-20 (1-13 to 2-16)	2/25/2020
6	02-17-20 to 03-01-20	03-02-20	03-10-20				
7	03-02-20 to 03-15-20	03-16-20	03-24-20	3	03-01-20 to 03-31-20	3-16-20 (2-17 to 3-15)	3/24/2020
8	03-16-20 to 03-29-20	03-30-20	04-07-20				
9	03-30-20 to 04-12-20	04-09-20	04-21-20	4	04-01-20 to 04-30-20	4-13-20 (3-16 to 4-12)	4/21/2020
10	04-13-20 to 04-26-20	04-27-20	05-05-20				
11	04-27-20 to 05-10-20	05-11-20	05-19-20	5	05-02-20 to 05-31-20	5-11-20 (4-13 to 5-10)	5/19/2020
12	05-11-20 to 05-24-20	05-22-20	06-02-20				
13	05-25-20 to 06-07-20	06-08-20	06-16-20	6	06-02-20 to 06-30-20	6-8-20 (5-11 to 6-7)	6/16/2020
14	06-08-20 to 06-21-20	06-22-20	06-30-20				
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.

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 FISCAL YEAR 2019-2020

BI-WEEKLY SCHEDULE					MONTHLY SCHEDULE				
Pay Period	Dates Covered	Time Sheet Due	Check Date	Pay Period	Dates Covered	Timesheets Due (Dates Covered)	Check Date		
#REF!	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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	10	10-01-19 to 10-31-19	10-14-19 (9-16 to 10-13)	10-22-19		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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	0	01-00-00 to 01-00-00	01-00-00	01-00-00		
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)					
NOTE: Deadline for Submitting Employee Changes/Adds/Deletes to Human Resources - WEDNESDAY BEFORE TIMESHEETS ARE DUE Deadline for Closing Payroll through IOI - NOON ON THURSDAY BEFORE PAYROLL CHECK DATE.									
	Hire Dates	Benefits Orientation Dates			Hire Dates	Benefits Orientation Dates			
	06-24-19 to 06-28-19	07-09-19			06-24-19 to 06-28-19	07-09-19			
	07-22-19 to 07-26-19	08-02-19			07-22-19 to 07-26-19	08-02-19			
	08-05-19 to 08-09-19	08-13-19			08-05-19 to 08-09-19	08-13-19			
	09-02-19 to 09-06-19	09-10-19			09-02-19 to 09-06-19	09-10-19			
	09-30-19 to 10-04-19	10-08-19			09-30-19 to 10-04-19	10-08-19			
	10-23-19 to 11-01-19	11-05-19			10-23-19 to 11-01-19	11-05-19			
	11-25-19 to 11-29-19	12-03-19			11-25-19 to 11-29-19	12-03-19			
	12-30-19 to 01-03-20	01-07-20			12-30-19 to 01-03-20	01-07-20			
	02-03-20 to 02-07-20	02-11-20			02-03-20 to 02-07-20	02-11-20			
	03-02-20 to 03-06-20	03-12-20			03-02-20 to 03-06-20	03-12-20			
	03-30-20 to 04-03-20	04-07-20			03-30-20 to 04-03-20	04-07-20			
	04-27-20 to 05-01-20	05-05-20			04-27-20 to 05-01-20	05-05-20			
	06-01-20 to 06-05-20	06-09-20			06-01-20 to 06-05-20	06-09-20			
	06-29-20 to 07-03-20	07-07-20			06-29-20 to 07-03-20	07-07-20			