



1835 University Blvd., Suite 224
Langley Park, MD 20783
301-434-3111
FAX 301-434-1223

TO: All Employees

FROM: Payroll and Human Resources

Subject: **Pay Check Dates Beginning December 23, 2018**

Beginning Decemeber 23, 2018, all employees will be paid in accordance with the new pay dates stated below.

Pay Period (Number)	Period Start Date (Sunday)	Period End Date (Saturday)	Timesheet Due Date (Monday)	Pay Dates (Friday)
1	12/23/2018	1/5/2019	1/7/2019	1/18/2019
2	1/6/2019	1/19/2019	1/21/2019	2/1/2019
3	1/20/2019	2/2/2019	2/4/2019	2/15/2019
4	2/3/2019	2/16/2019	2/18/2019	3/1/2019
5	2/17/2019	3/2/2019	3/4/2019	3/15/2019
6	3/3/2019	3/16/2019	3/18/2019	3/29/2019
7	3/17/2019	3/30/2019	4/1/2019	4/12/2019
8	3/31/2019	4/13/2019	4/15/2019	4/26/2019
9	4/14/2019	4/27/2019	4/29/2019	5/10/2019
10	4/28/2019	5/11/2019	5/13/2019	5/24/2019
11	5/12/2019	5/25/2019	5/27/2019	6/7/2019
12	5/26/2019	6/8/2019	6/10/2019	6/21/2019
13	6/9/2019	6/22/2019	6/24/2019	7/5/2019
14	6/23/2019	7/6/2019	7/8/2019	7/19/2019
15	7/7/2019	7/20/2019	7/22/2019	8/2/2019
16	7/21/2019	8/3/2019	8/5/2019	8/16/2019
17	8/4/2019	8/17/2019	8/19/2019	8/30/2019
18	8/18/2019	8/31/2019	9/2/2019	9/13/2019
19	9/1/2019	9/14/2019	9/16/2019	9/27/2019
20	9/15/2019	9/28/2019	9/30/2019	10/11/2019
21	9/29/2019	10/12/2019	10/14/2019	10/25/2019
22	10/13/2019	10/26/2019	10/28/2019	11/8/2019
23	10/27/2019	11/9/2019	11/11/2019	11/22/2019
24	11/10/2019	11/23/2019	11/25/2019	12/6/2019
25	11/24/2019	12/7/2019	12/9/2019	12/20/2019
26	12/8/2019	12/21/2019	12/23/2019	1/3/2020

Fax your time sheets to 1-301-434-3284 by 11:59 p.m. on the due dates listed above.