

## Alabama A&M University Institutional/Work-Study 2019 Payroll Schedule

***ALL STUDENT EMPLOYMENT CATEGORIES: NO WORK IS TO BE PERFORMED ON  
FEDERALLY OBSERVED HOLIDAYS & OFFICIAL UNIVERSITY CLOSINGS.***

***FEDERAL COLLEGE WORK-STUDY EMPLOYMENT CATEGORY: NO WORK SHOULD BE  
PERFORMED DURING THE WEEK OF FINAL EXAMS AND BREAK (I.E. SPRING BREAK).***

**\*Banks are closed on federal holidays; therefore payments may be received later than scheduled.**

### Student Employees

- “Submit for Approval” your completed time sheet by the end of your shift on your last working day of the Pay Period. You **will not** be able to access your time sheet after **11:59 p.m.** on the last working day of the Pay Period.

### Approvers

- “Approve” Time Sheets by 2:00 p.m. on the “Approval Date” for the Pay Period. You **will not** be able to approve time sheets after **2:00 p.m.**

**PLEASE NOTE: Time Sheets that are not submitted and approved by the deadline will result in delay of pay.**

Pay #	Pay Period Dates	Student Submission Date	Approvers Approval Date	Pay Date	Bank Observed Federal Holidays
1	12/22/2018-01/04/2019	01/04/2019	01/07/2019	01/11/2019	<b>*New Year’s Day 01/01</b>
2	01/05/2019-01/18/2019	01/18/2019	01/21/2019	01/25/2019	<b>*MLK Day 01/21</b>
3	01/19/2019-02/01/2019	02/01/2019	02/04/2019	02/08/2019	
4	02/02/2019-02/15/2019	02/15/2019	02/18/2019	02/22/2019	<b>*Presidents’ Day 02/18</b>
5	02/16/2019-03/01/2019	03/01/2019	03/04/2019	03/08/2019	
6	03/02/2019-03/15/2019	03/15/2019	03/18/2019	03/22/2019	
7	03/16/2019-03/29/2019	03/29/2019	04/01/2019	04/05/2019	
8	03/30/2019-04/12/2019	04/12/2019	04/15/2019	04/19/2019	
9	04/13/2019-04/26/2019	04/26/2019	04/29/2019	05/03/2019	
10	04/27/2019-05/10/2019	05/10/2019	05/13/2019	05/17/2019	
11	05/11/2019-05/24/2019	05/24/2019	05/27/2019	05/31/2019	<b>*Memorial Day 05/27</b>
12	05/25/2019-06/07/2019	06/07/2019	06/10/2019	06/14/2019	
13	06/08/2019-06/21/2019	06/21/2019	06/24/2019	06/28/2019	
14	06/22/2019-07/05/2019	07/05/2019	07/08/2019	07/12/2019	<b>*Independence Day 07/04</b>
15	07/06/2019-07/19/2019	07/19/2019	07/22/2019	07/26/2019	
16	07/20/2019-08/02/2019	08/02/2019	08/05/2019	08/09/2019	
17	08/03/2019-08/16/2019	08/16/2019	08/19/2019	08/23/2019	
18	08/17/2019-08/30/2019	08/30/2019	09/02/2019	09/6/2019	<b>*Labor Day 09/02</b>
19	08/31/2019-09/13/2019	09/13/2019	09/16/2019	09/20/2019	
20	09/14/2019-09/27/2019	09/27/2019	09/30/2019	10/04/2019	
21	09/28/2019-10/11/2019	10/11/2019	10/14/2019	10/18/2019	<b>*Columbus Day 10/14</b>
22	10/12/2019-10/25/2019	10/25/2019	10/28/2019	11/01/2019	
23	10/26/2019-11/08/2019	11/08/2019	11/11/2019	11/15/2019	<b>*Veterans Day 11/11</b>
24	11/09/2019-11/22/2019	11/22/2019	11/25/2019	11/29/2019	<b>*Thanksgiving Day 11/28</b>
25	11/23/2019-12/06/2019	12/06/2019	12/09/2019	12/13/2019	
26	12/07/2019-12/20/2019	12/20/2019	12/23/2019	01/07/2020	<b>*Christmas Day 12/25</b>