

# SMILES 2019 PCA Pay Schedule

Failure to follow the SMILES PCA Pay Schedule and PCA Time Sheets Documentation Policy will begin disciplinary actions (see the policy & procedure manual).

A Sunday	B Saturday	C Before NOON Wednesday Time Sheet Due Date	D Friday
Pay Period Begin	Pay Period End		Direct Deposit & Paychecks Issued
12/23/18	01/05/19	01/09/19	01/18/19
01/06/19	01/19/19	01/23/19	02/01/19
01/20/19	02/02/19	02/06/19	02/15/19
02/03/19	02/16/19	02/20/19	03/01/19
02/17/19	03/02/19	03/06/19	03/15/19
03/03/19	03/16/19	03/20/19	03/29/19
03/17/19	03/30/19	04/03/19	04/12/19
03/31/19	04/13/19	04/17/19	04/26/19
04/14/19	04/27/19	05/01/19	05/10/19
04/28/19	05/11/19	05/15/19	05/24/19
05/12/19	05/25/19	05/29/19	06/07/19
05/26/19	06/08/19	06/12/19	06/21/19
06/09/19	06/22/19	06/26/19	07/05/19
06/23/19	07/06/19	07/10/19	07/19/19
07/07/19	07/20/19	07/24/19	08/02/19
07/21/19	08/03/19	08/07/19	08/16/19
08/04/19	08/17/19	08/21/19	08/30/19
08/18/19	08/31/19	09/04/19	09/13/19
09/01/19	09/14/19	09/18/19	09/27/19
09/15/19	09/28/19	10/02/19	10/11/19
09/29/19	10/12/19	10/16/19	10/25/19
10/13/19	10/26/19	10/30/19	11/08/19
10/27/19	11/09/19	11/13/19	11/22/19
11/10/19	11/23/19	11/27/19	12/06/19
11/24/19	12/07/19	12/11/19	12/20/19
12/08/19	12/21/19	12/25/19	01/03/20
12/22/19	01/04/20	01/08/20	01/17/20

**Alerus mails out paper checks on the date they are printed. Direct Deposits are deposited and ready for use on the date in column D. Alerus and SMILES are not responsible for timeliness of U.S.P.S. mail delivery.**