



Grand County Human Resource Office

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Notice of 2019 Payroll Cut-Off Dates and Payroll Dates

| Payroll # | Pay Period Dates | Time Entry Cut-Off Dates | Pay Dates |
|-----------|-------------------------|--------------------------|------------|
| 1 | 12/23/2018 – 1/5/2019 | 1/5/2019 | 1/11/2019 |
| 2 | 1/6/2019 – 1/19/2019 | 1/19/2019 | 1/25/2019 |
| 3 | 1/20/2019 – 2/2/2019 | 2/2/2019 | 2/8/2019 |
| 4 | 2/3/2019 – 2/16/2019 | 2/16/2019 | 2/22/2019 |
| 5 | 2/17/2019 – 3/2/2019 | 3/2/2019 | 3/8/2019 |
| 6 | 3/3/2019 – 3/16/2019 | 3/16/2019 | 3/22/2019 |
| 7 | 3/17/2019 – 3/30/2019 | 3/30/2019 | 4/5/2019 |
| 8 | 3/31/2019 – 4/13/2019 | 4/13/2019 | 4/19/2019 |
| 9 | 4/14/2019 – 4/27/2019 | 4/27/2019 | 5/3/2019 |
| 10 | 4/28/2019 – 5/11/2019 | 5/11/2019 | 5/17/2019 |
| 11 | 5/12/2019 – 5/25/2019 | 5/25/2019 | 5/31/2019 |
| 12 | 5/26/2019 – 6/8/2019 | 6/8/2019 | 6/14/2019 |
| 13 | 6/9/2019 – 6/22/2019 | 6/22/2019 | 6/28/2019 |
| 14 | 6/23/2019 – 7/6/2019 | 7/6/2019 | 7/12/2019 |
| 15 | 7/7/2019 – 7/20/2019 | 7/20/2019 | 7/26/2019 |
| 16 | 7/21/2019 – 8/3/2019 | 8/3/2019 | 8/9/2019 |
| 17 | 8/4/2019 – 8/17/2019 | 8/17/2019 | 8/23/2019 |
| 18 | 8/18/2019 – 8/31/2019 | 8/31/2019 | 9/6/2019 |
| 19 | 9/1/2019 – 9/14/2019 | 9/14/2019 | 9/20/2019 |
| 20 | 9/15/2019 – 9/28/2019 | 9/28/2019 | 10/4/2019 |
| 21 | 9/29/2019 – 10/12/2019 | 10/12/2019 | 10/18/2019 |
| 22 | 10/13/2019 – 10/26/2019 | 10/26/2019 | 11/1/2019 |
| 23 | 10/27/2019 – 11/9/2019 | 11/9/2019 | 11/15/2019 |
| 24 | 11/10/2019 – 11/23/2019 | 11/23/2019 | 11/29/2019 |
| 25 | 11/24/2019 – 12/7/2019 | 12/7/2019 | 12/13/2019 |
| 26 | 12/8/2019 – 12/21/2019 | 12/21/2019 | 12/27/2019 |

Reminder: Time cards for all employees must be sent to Payroll by 3:00 pm on the Friday before the cut-off dates. If any employee has weekend hours or on-call time, these are due by 10:00 am on the following Monday.

For Holiday weeks, we will send out specific instructions for time card deadlines and pay dates if changes are needed.