

## 2019 Payroll Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 2019	30	31	1 New Years Day	2	3	4 12-16-12/29	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18 12/30-1/12	19
	20	21 MLK Day	22	23	24	25	26
	27	28	29	30	31	1 1/13-1/26	2
Feb 2019	3	4	5	6	7	8	9
	10	11	12	13	14	15 1/27-2/9	16
	17	18	19	20	21	22	23
	24	25	26	27	28	1 2/10-2/23	2
Mar 2019	3	4	5	6	7	8	9
	10	11	12	13	14	15 2/24-3/9	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29 3/10-3/23	30
	31	1	2	3	4	5	6
Apr 2019	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22 Easter Monday	23	24	25	26 4/7-4/20	27
	28	29	30	1	2	3	4
May 2019	5	6	7	8	9	10 4/21-5/4	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24 5/5-5/18	25
	26	27 Memorial Day	28	29	30	31	1
Jun 2019	2	3	4	5	6	7 5/19-6/1	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21 6/2-6/15	22
	23	24	25	26	27	28	29
	30	1 July	2	3	4	5 6/16-6/29	6

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 2019	30	1	2	3	4 Independence Day	5 6/16-6/29	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19 6/30-7/13	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2 7/14-7/27	3
Aug 2019	4	5	6	7	8	9	10
	11	12	13	14	15	16 7/28-8/10	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30 8/11-8/24	31
Sep 2019	1	2 Labor Day	3	4	5	6	7
	8	9	10	11	12	13 8/25-9/7	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27 9/8-9/21	28
	29	30	1	2	3	4	5
Oct 2019	6	7	8	9	10	11 9/25-10/5	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25 10/6-10/19	26
	27	28	29	30	31	1	2
Nov 2019	3	4	5	6	7	8 10/20-11/2	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22 11/3-11/16	23
	24	25	26	27	28	29 Thanksgiving	30
	1	2	3	4	5	6 11/17-11/30	7
Dec 2019	8	9	10	11	12	13	14
	15	16	17 submit changes for January 4th	18	19 approve time for 1/4 if possible	20 12/1-12/14	21
	22	23	24 Christmas Eve	25 Christmas	26	27	28
	29	30	31	1 January 2020 New Years Day	19	3 12/15-12/28	4

**Pay Day**  
Pay Period

Employee payroll information can be found on the Archdiocesan Employee Payroll web page:

<http://www.archindy.org/finance/employee payroll.html>

Ensure you have access to your pay information through Paylocity's Employee Self-Service Portal:

[http://www.archindy.org/finance/files/parish/payroll/Self\\_Service\\_Login.pdf](http://www.archindy.org/finance/files/parish/payroll/Self_Service_Login.pdf)

Access employee self-service through Paylocity's free mobile application:

[http://www.archindy.org/finance/files/parish/payroll/Paylocity\\_Mobile\\_Quick\\_Start\\_Guide2.pdf](http://www.archindy.org/finance/files/parish/payroll/Paylocity_Mobile_Quick_Start_Guide2.pdf)

Employees should check their pay stubs every pay day.

Changes to personal information such as addresses, tax withholdings, and direct deposit information should be updated through the employee's Paylocity self-service account.