

Schedule of Bi-Weekly Payroll

|  | PP | Calendar Dates      | Week #1             | Week #2             | Time & Labor Cutoff For Depts | ACO-Payroll Close | Pay Dates | Final Check Pay Dates |
|--|----|---------------------|---------------------|---------------------|-------------------------------|-------------------|-----------|-----------------------|
|  | 1  | 12/06/18 - 12/19/18 | 12/06/18 - 12/12/18 | 12/13/18 - 12/19/18 | 12/25/18                      | 12/27/18          | 01/02/19  | 01/03/19              |
| Hol M & T 12/24 & 12/25, & 12/31 & 1/1 | 2  | 12/20/18 - 01/02/19 | 12/20/18 - 12/26/18 | 12/27/18 - 01/02/19 | 01/08/19                      | 01/10/19          | 01/16/19  | 01/17/19              |
| 3rd Paycheck                           | 3  | 01/03/19 - 01/16/19 | 01/03/19 - 01/09/19 | 01/10/19 - 01/16/19 | 01/22/19                      | 01/24/19          | 01/30/19  | 01/31/19              |
| Hol Mon 1/21/19                        | 4  | 01/17/19 - 01/30/19 | 01/17/19 - 01/23/19 | 01/24/19 - 01/30/19 | 02/05/19                      | 02/07/19          | 02/13/19  | 02/14/19              |
| Hol Tues 2/12/19                       | 5  | 01/31/19 - 02/13/19 | 01/31/19 - 02/06/19 | 02/07/19 - 02/13/19 | 02/19/19                      | 02/21/19          | 02/27/19  | 02/28/19              |
| Hol Mon 2/18/19                        | 6  | 02/14/19 - 02/27/19 | 02/14/19 - 02/20/19 | 02/21/19 - 02/27/19 | 03/05/19                      | 03/07/19          | 03/13/19  | 03/14/19              |
|  | 7  | 02/28/19 - 03/13/19 | 02/28/19 - 03/06/19 | 03/07/19 - 03/13/19 | 03/19/19                      | 03/21/19          | 03/27/19  | 03/28/19              |
|  | 8  | 03/14/19 - 03/27/19 | 03/14/19 - 03/20/19 | 03/21/19 - 03/27/19 | 04/02/19                      | 04/04/19          | 04/10/19  | 04/11/19              |
|  | 9  | 03/28/19 - 04/10/19 | 03/28/19 - 04/03/19 | 04/04/19 - 04/10/19 | 04/16/19                      | 04/18/19          | 04/24/19  | 04/25/19              |
|  | 10 | 04/11/19 - 04/24/19 | 04/11/19 - 04/17/19 | 04/18/19 - 04/24/19 | 04/30/19                      | 05/02/19          | 05/08/19  | 05/09/19              |
|  | 11 | 04/25/19 - 05/08/19 | 04/25/19 - 05/01/19 | 05/02/19 - 05/08/19 | 05/14/19                      | 05/16/19          | 05/22/19  | 05/23/19              |
|  | 12 | 05/09/19 - 05/22/19 | 05/09/19 - 05/15/19 | 05/16/19 - 05/22/19 | 05/28/19                      | 05/30/19          | 06/05/19  | 06/06/19              |
| Hol Mon 5/27/19                        | 13 | 05/23/19 - 06/05/19 | 05/23/19 - 05/29/19 | 05/30/19 - 06/05/19 | 06/11/19                      | 06/13/19          | 06/19/19  | 06/20/19              |
|  | 14 | 06/06/19 - 06/19/19 | 06/06/19 - 06/12/19 | 06/13/19 - 06/19/19 | 06/25/19                      | 06/27/19          | 07/03/19  | 07/03/19              |
|  | 15 | 06/20/19 - 07/03/19 | 06/20/19 - 06/26/19 | 06/27/19 - 07/03/19 | 07/09/19                      | 07/11/19          | 07/17/19  | 07/18/19              |
| Hol Thurs 7/4/19 3rd Paycheck          | 16 | 07/04/19 - 07/17/19 | 07/04/19 - 07/10/19 | 07/11/19 - 07/17/19 | 07/23/19                      | 07/25/19          | 07/31/19  | 08/01/19              |
|  | 17 | 07/18/19 - 07/31/19 | 07/18/19 - 07/24/19 | 07/25/19 - 07/31/19 | 08/06/19                      | 08/08/19          | 08/14/19  | 08/15/19              |
|  | 18 | 08/01/19 - 08/14/19 | 08/01/19 - 08/07/19 | 08/08/19 - 08/14/19 | 08/20/19                      | 08/22/19          | 08/28/19  | 08/29/19              |
|  | 19 | 08/15/19 - 08/28/19 | 08/15/19 - 08/21/19 | 08/22/19 - 08/28/19 | 09/03/19                      | 09/05/19          | 09/11/19  | 09/12/19              |
| Hol Mon 9/2/19                         | 20 | 08/29/19 - 09/11/19 | 08/29/19 - 09/04/19 | 09/05/19 - 09/11/19 | 09/17/19                      | 09/19/19          | 09/25/19  | 09/26/19              |
|  | 21 | 09/12/19 - 09/25/19 | 09/12/19 - 09/18/19 | 09/19/19 - 09/25/19 | 10/01/19                      | 10/03/19          | 10/09/19  | 10/10/19              |
| Hol Mon 10/14/19                       | 22 | 09/26/19 - 10/09/19 | 09/26/19 - 10/02/19 | 10/03/19 - 10/09/19 | 10/15/19                      | 10/17/19          | 10/23/19  | 10/24/19              |
|  | 23 | 10/10/19 - 10/23/19 | 10/10/19 - 10/16/19 | 10/17/19 - 10/23/19 | 10/29/19                      | 10/31/19          | 11/06/19  | 11/07/19              |
|  | 24 | 10/24/19 - 11/06/19 | 10/24/19 - 10/30/19 | 10/31/19 - 11/06/19 | 11/12/19                      | 11/14/19          | 11/20/19  | 11/21/18              |
| Hol Mon 11/11/19                       | 25 | 11/07/19 - 11/20/19 | 11/07/19 - 11/13/19 | 11/14/19 - 11/20/19 | 11/26/19                      | 11/27/19          | 12/04/19  | 12/05/19              |
| Hol Thurs 11/28 & Fri 11/29            | 26 | 11/21/19 - 12/04/19 | 11/21/19 - 11/27/19 | 11/28/19 - 12/04/19 | 12/10/19                      | 12/12/19          | 12/18/19  | 12/19/19              |
| 3rd Paycheck                           | 27 | 12/05/19 - 12/18/19 | 12/05/19 - 12/11/19 | 12/12/19 - 12/18/19 | 12/24/19                      | 12/26/19          | 12/31/19  | 01/02/20              |