

**Human Resources**  
**State Overtime/Holiday Pay Voucher Payroll Calendar**  
**Due Dates for 2018-2019**

Period		OT/Holiday Voucher		Paycheck
From	To	Due Date		Distributed
3/22/2018	- 4/4/2018	Wednesday	4/11/2018	5/2/2018
4/5/2018	- 4/18/2018	Wednesday	4/25/2018	5/16/2018
4/19/2018	- 5/2/2018	Wednesday	5/9/2018	5/30/2018
5/3/2018	- 5/16/2018	Wednesday	5/23/2018	6/13/2018
5/17/2018	- 5/30/2018	Wednesday	6/6/2018	6/27/2018
5/31/2018	- 6/13/2018	Wednesday	6/20/2018	7/11/2018
6/14/2018	- 6/27/2018	Wednesday	7/4/2018	7/25/2018
6/28/2018	- 7/11/2018	Wednesday	7/18/2018	8/8/2018
7/12/2018	- 7/25/2018	Wednesday	8/1/2018	8/22/2018
7/26/2018	- 8/8/2018	Wednesday	8/15/2018	9/5/2018
8/9/2018	- 8/22/2018	Wednesday	8/29/2018	9/19/2018
8/23/2018	- 9/5/2018	Wednesday	9/12/2018	10/3/2018
9/6/2018	- 9/19/2018	Wednesday	9/26/2018	10/17/2018
9/20/2018	- 10/3/2018	Wednesday	10/10/2018	10/31/2018
10/4/2018	- 10/17/2018	Wednesday	10/24/2018	11/14/2018
10/18/2018	- 10/31/2018	Wednesday	11/7/2018	11/28/2018
11/1/2018	- 11/14/2018	Wednesday	11/21/2018	12/12/2018
11/15/2018	- 11/28/2018	Wednesday	12/5/2018	12/26/2018
11/29/2018	- 12/12/2018	Wednesday	12/19/2018	1/9/2019
12/13/2018	- 12/26/2018	Wednesday	1/2/2019	1/23/2019
12/27/2018	- 1/9/2019	Wednesday	1/16/2019	2/6/2019
1/10/2019	- 1/23/2019	Wednesday	1/30/2019	2/20/2019
1/24/2019	- 2/6/2019	Wednesday	2/13/2019	3/6/2019
2/7/2019	- 2/20/2019	Wednesday	2/27/2019	3/20/2019
2/21/2019	- 3/6/2019	Wednesday	3/13/2019	4/3/2019
3/7/2019	- 3/20/2019	Wednesday	3/27/2019	4/17/2019

- \* **Employees who work voluntary overtime but call in sick the same pay week must be paid at the straight time rate. Please make a notation on voucher.**
- \* Do not submit an overtime voucher to the payroll office if the Over 40 Comp Time II option has been chosen. The department should keep the voucher on file for reconciliation purposes for the employee's semi-annual attendance report.
- \* Do not submit a holiday voucher for holiday pay if the employee has elected the comp time with the Holiday Pay Waiver Option.
- \* The time sheets should remain on file in the department for three years.
- \* To ensure timely payment, original timesheets, with original signatures, must be received by the due date.