

CATHOLIC ADMINISTRATION SERVICES
 1023 West Riverside Avenue
 Post Office Box 1453
 Spokane, WA 99210-1453

Memorandum

To: Centralized Payroll Locations
 From: Catholic Administration Services
 Date: Nov 29 2017
 Re: Centralized Payroll Dates - 2018

| | *Location Time Card Worksheet Due Date | Payroll/Tax ACH W/D From Location Account | Employee Payday |
|-----------|---|--|-----------------|
| January | 1/23/2018 | 1/30/2018 | 1/31/2018 |
| February | 2/21/2018 | 2/27/2018 | 2/28/2018 |
| March | 3/23/2018 | 3/29/2018 | 3/30/2018 |
| April | 4/23/2018 | 4/27/2018 | 4/30/2018 |
| May | 5/23/2018 | 5/30/2018 | 5/31/2018 |
| June | 6/22/2018 | 6/28/2018 | 6/29/2018 |
| July | 7/23/2018 | 7/30/2018 | 7/31/2018 |
| August | 8/23/2018 | 8/30/2018 | 8/31/2018 |
| September | 9/20/2018 | 9/27/2018 | 9/28/2018 |
| October | 10/23/2018 | 10/30/2018 | 10/31/2018 |
| November | 11/20/2018 | 11/29/2018 | 11/30/2018 |
| December | 12/20/2018 | 12/28/2018 | 12/31/2018 |

**Location Time Card Worksheets are due by 10:00 A.M.
 * Additions and changes are due by the 15th of the month*