

FY 2019 HUMAN RESOURCES DEPARTMENT DEADLINES					
PAY PERIOD	PEOPLE ADMIN, PERSONNEL ACTION FORMS, & VACATION DONATION DEADLINE	TIME SHEETS DUE IN PAYROLL	GENERAL ORIENTATION	BENEFIT ENROLLMENT	PAY DAY
September 23, 2018 - October 6, 2018	Thursday, October 04, 2018	October 8, 2018	September 24, 2018	September 25, 2018	October 12, 2018
October 7, 2018 - October 20, 2018	Thursday, October 18, 2018	October 22, 2018	October 8, 2018	October 9, 2018	October 26, 2018
October 21, 2018 - November 3, 2018	Thursday, November 01, 2018	November 5, 2018	October 22, 2018	October 23, 2018	November 9, 2018
November 4, 2018 - November 17, 2018	Thursday, November 15, 2018	November 16, 2018	November 5, 2018	November 6, 2018	November 23, 2018
November 18, 2018 - December 1, 2018	Thursday, November 29, 2018	December 3, 2018	November 19, 2018	November 20, 2018	December 7, 2018
December 2, 2018 - December 15, 2018	Thursday, December 13, 2018	December 17, 2018	December 3, 2018	December 4, 2018	December 21, 2018
December 16, 2018 - December 29, 2018	Thursday, December 27, 2018	December 28, 2018	December 17, 2018	December 18, 2018	January 4, 2019
December 30, 2018 - January 12, 2019	Thursday, January 10, 2019	January 14, 2019	December 31, 2018	January 2, 2019	January 18, 2019
January 13, 2019 - January 26, 2019	Thursday, January 24, 2019	January 28, 2019	January 14, 2019	January 15, 2019	February 1, 2019
January 27, 2019 - February 9, 2019	Thursday, February 07, 2019	February 11, 2019	January 28, 2019	January 29, 2019	February 15, 2019
February 10, 2019 - February 23, 2019	Thursday, February 21, 2019	February 25, 2019	February 11, 2019	February 12, 2019	March 1, 2019
February 24, 2019 - March 9, 2019	Thursday, March 07, 2019	March 11, 2019	February 25, 2019	February 26, 2019	March 15, 2019
March 10, 2019 - March 23, 2019	Thursday, March 21, 2019	March 25, 2019	March 11, 2019	March 12, 2019	March 29, 2019
March 24, 2019 - April 6, 2019	Thursday, April 04, 2019	April 8, 2019	March 25, 2019	March 26, 2019	April 12, 2019
April 7, 2019 - April 20, 2019	Thursday, April 18, 2019	April 22, 2019	April 8, 2019	April 9, 2019	April 26, 2019
April 21, 2019 - May 4, 2019	Thursday, May 02, 2019	May 6, 2019	April 22, 2019	April 23, 2019	May 10, 2019
May 5, 2019 - May 18, 2019	Thursday, May 16, 2019	May 20, 2019	May 6, 2019	May 7, 2019	May 24, 2019
May 19, 2019 - June 1, 2019	Thursday, May 30, 2019	June 3, 2019	May 20, 2019	May 21, 2019	June 7, 2019
June 2, 2019 - June 15, 2019	Thursday, June 13, 2019	June 17, 2019	June 3, 2019	June 4, 2019	June 21, 2019
June 16, 2019 - June 29, 2019	Thursday, June 27, 2019	June 28, 2019	June 17, 2019	June 18, 2019	July 5, 2019
June 30, 2019 - July 13, 2019	Thursday, July 11, 2019	July 15, 2019	July 1, 2019	July 2, 2019	July 19, 2019
July 14, 2019 - July 27, 2019	Thursday, July 25, 2019	July 29, 2019	July 15, 2019	July 16, 2019	August 2, 2019
July 28, 2019 - August 10, 2019	Thursday, August 08, 2019	August 12, 2019	July 29, 2019	July 30, 2019	August 16, 2019
August 11, 2019 - August 24, 2019	Thursday, August 22, 2019	August 26, 2019	August 12, 2019	August 13, 2019	August 30, 2019
August 25, 2019 - September 7, 2019	Thursday, September 05, 2019	September 9, 2019	August 26, 2019	August 27, 2019	September 13, 2019
September 8, 2019 - September 21, 2019	Thursday, September 19, 2019	September 23, 2019	September 9, 2019	September 10, 2019	September 27, 2019

HOLIDAYS:

Thursday, November 22, 2018 Thanksgiving  
Friday, November 23, 2018 Day after Thanksgiving  
Tuesday, December 25, 2018 Christmas  
Tuesday, January 01, 2019 New Years Day  
Monday, January 21, 2019 Martin Luther King Jr. Birthday  
Monday, May 27, 2019 Memorial Day  
Thursday, July 04, 2019 4th of July  
Monday, September 02, 2019 Labor Day

\*Call Human Resources at 874-6391 or e-mail [hr@como.gov](mailto:hr@como.gov) to schedule new employees for orientation.  
When a holiday falls on a Monday orientation will be held on Tuesday.

Highlighting indicates early deadlines

Tuesday Orientation due to Holiday