The Catholic Center operates Monday through Thursday. Offices are closed every Friday.

There are 26 pay periods in 2019; pay dates are highlighted green, there are three pay periods in March and August.

Each pay period is for the previous two weeks of fourteen days prior to the pay date. The work week begins on Sunday and ends on Saturday.

Non-exempt employees who exceed 40 hours in a work week will be paid time and a half.

Changes due for January 4th
Requests and changes are due to Human Resources and Central Payroll every Tuesday in non-payroll weeks (highlighted in yellow). Changes include New Hires, Terminations, Benefit Changes, and Stipends.

Locations are required to approve their pay runs on Tuesdays in payroll weeks.

2019 Catholic Center Holidays