

TIMESHEET / DUE DATES AND PAY ISSUE DATES FOR 2019-2020

MONTH WORKED	<i>LAST DAY TO BE INCLUDED ON TIMESHEET</i>	TIMESHEET DUE TO PAYROLL	PAYDAY
JUNE	<i>JUNE 30, 2019</i>	JULY 2, 2019	JULY 31, 2019
JULY	<i>JULY 31, 2019</i>	AUG 2, 2019	AUG 30, 2019
AUGUST	<i>AUG 31, 2019</i>	SEP 4, 2019	SEP 30, 2019
SEPTEMBER	<i>SEP 30, 2019</i>	OCT 2, 2019	OCT 31, 2019
OCTOBER	<i>OCT 31, 2019</i>	NOV 1, 2019	*NOV 27, 2019
NOVEMBER	<i>NOV 20, 2019</i>	**NOV 22, 2019	DEC 20, 2019
DECEMBER	<i>DEC 31, 2019</i>	JAN 6, 2020	JAN 31, 2020
JANUARY	<i>JAN 31, 2020</i>	FEB 4, 2020	FEB 28, 2020
FEBRUARY	<i>FEB 28, 2020</i>	MAR 3, 2020	MAR 30, 2020
MARCH	<i>MAR 31, 2020</i>	APRIL 2, 2020	APR 30, 2020
APRIL	<i>APR 30, 2020</i>	MAY 4, 2020	MAY 29, 2020
MAY	<i>MAY 31, 2020</i>	JUNE 2, 2020	JUN 30, 2020
July 2020	DNP/10-12 Summer Pay Option - 1st installment		July 31, 2020
Aug 2020	DNP/10-12 Summer Pay Option - 2nd installment		Aug 31, 2020

*** All paychecks will be put in the US Mail on 11/26/19.**

**** November payroll deadline is early due to the holidays.**

It is the responsibility of the employee to turn in each timesheet to the site administrator at the end of each day/month. The timesheets are then verified and signed/initialed by an Administrator and must be turned into the payroll department on the dates listed above.

Administrators - Please do not hold timesheets until due date if you have completed timesheets at your site. Please turn them into the Payroll Department as soon as you have any timesheets ready for submission.