

TIMESHEET / DUE DATES AND PAY ISSUE DATES FOR 2020-2021

MONTH WORKED	LAST DAY TO BE INCLUDED ON TIMESHEET	TIMESHEET DUE TO PAYROLL	PAYDAY
JUNE	JUNE 30, 2020	JULY 6, 2020	JULY 31, 2020
JULY	JULY 31, 2020	AUG 4, 2020	AUG 31, 2020
AUGUST	AUG 31, 2020	SEP 2, 2020	SEP 30, 2020
SEPTEMBER	SEP 30, 2020	OCT 2, 2020	OCT 30, 2020
OCTOBER	OCT 31, 2020	NOV 3, 2020	NOV 30, 2020
NOVEMBER	NOV 18, 2020	*NOV 20, 2020	DEC 18, 2020
DECEMBER	DEC 31, 2020	JAN 5, 2021	JAN 29, 2021
JANUARY	JAN 31, 2021	FEB 2, 2021	FEB 26, 2021
FEBRUARY	FEB 28, 2021	MAR 2, 2021	MAR 30, 2021
MARCH	MAR 31, 2021	APRIL 2, 2021	APR 30, 2021
APRIL	APR 30, 2021	MAY 4, 2021	MAY 28, 2021
MAY	MAY 31, 2021	JUNE 2, 2021	JUN 30, 2021
JULY 2021	DNP/10-12 Summer Pay Option - 1st Installment		JULY 30, 2021
AUG 2021	DNP/10-12 Summer Pay Option - 2nd Installment		AUG 31, 2021

*** 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 no later than the dates listed

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.