

TIME SHEET CUT OFF DATES SUBSTITUTE & TEMPORARY EMPLOYEES

- The following is a list of pay dates for 2019-2020 and the 2020-2021 school years and the dates by which information must arrive in the Payroll Office. **Employees are expected to submit hours worked on a monthly basis.**
- Note:** Timecards for the prior school year turned in after the September deadline will require explanation and additional approval and may result in delay of payment.

| TIME WORKED | MUST BE REC'D BY | PAYDATE |
|----------------------------------|-------------------|--------------------|
| August 1 – August 31, 2019 | September 4, 2019 | September 13, 2019 |
| September 1 – September 30, 2019 | October 1, 2019 | October 15, 2019 |
| October 1 – October 31, 2019 | November 1, 2019 | November 15, 2019 |
| November 1 – November 30, 2019 | December 2, 2019 | December 13, 2019 |
| December 1 – December 31, 2019 | January 6, 2020 | January 15, 2020 |
| January 1 – January 31, 2020 | February 3, 2020 | February 14, 2020 |
| February 1 – February 29, 2020 | March 2, 2020 | March 13, 2020 |
| March 1 – March 31, 2020 | April 6, 2020 | April 15, 2020 |
| April 1 – April 30, 2020 | May 1, 2020 | May 15, 2020 |
| May 1 – May 31, 2020 | June 1, 2020 | June 15, 2020 |
| June 1 – June 30, 2020 | July 1, 2020 | July 15, 2020 |
| July 1 – July 31, 2020 | August 3, 2020 | August 14, 2020 |
| August 1 – August 31, 2020 | September 1, 2020 | September 15, 2020 |
| September 1 – September 30, 2020 | October 1, 2020 | October 15, 2020 |
| October 1 – October 31, 2020 | November 2, 2020 | November 13, 2020 |
| November 1 – November 30, 2020 | December 1, 2020 | December 15, 2020 |
| December 1 – December 31, 2020 | January 4, 2021 | January 15, 2021 |
| January 1 – January 31, 2021 | February 1, 2021 | February 15, 2021 |
| February 1 – February 28, 2021 | March 1, 2021 | March 15, 2021 |
| March 1 – March 31, 2021 | April 1, 2021 | April 15, 2021 |
| April 1 – April 30, 2021 | May 3, 2021 | May 14, 2021 |
| May 1 – May 31, 2021 | June 1, 2021 | June 15, 2021 |
| June 1 – June 30, 2021 | July 1, 2021 | July 15, 2021 |
| July 1 – July 31, 2021 | August 2, 2021 | August 13, 2021 |