

## TIME SHEET CUT OFF DATES REGULAR 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 Department. **Employees are expected to submit any additional hours worked on a monthly basis.**
- Note:** Time sheets for the prior school year turned in after the September deadline will not be paid.

TIME WORKED	MUST BE REC'D BY	PAYDATE
August 1 – August 31, 2019	September 10, 2019	September 30, 2019
September 1 – September 30, 2019	October 10, 2019	October 31, 2019
October 1 – October 31, 2019	November 08, 2019	November 29, 2019
November 1 – November 30, 2019	December 10, 2019	December 31, 2019
December 1 – December 31, 2019	January 10, 2020	January 31, 2020
January 1 – January 31, 2020	February 10, 2020	February 28, 2020
February 1 – February 29, 2020	March 10, 2020	March 31, 2020
March 1 – March 31, 2020	April 10, 2020	April 30, 2020
April 1 – April 30, 2020	May 11, 2020	May 29, 2020
May 1 – May 31, 2020	June 10, 2020	June 30, 2020
June 1 – June 30, 2020	July 10, 2020	July 31, 2020
July 1 – July 31, 2020	August 10, 2020	August 31, 2020
August 1 – August 31, 2020	September 10, 2020	September 30, 2020
September 1 – September 30, 2020	October 09, 2020	October 30, 2020
October 1 – October 31, 2020	November 10, 2020	November 30, 2020
November 1 – November 30, 2020	December 10, 2020	December 31, 2020
December 1 – December 31, 2020	January 11, 2021	January 29, 2021
January 1 – January 31, 2021	February 10, 2021	February 26, 2021
February 1 – February 28, 2021	March 10, 2021	March 31, 2021
March 1 – March 31, 2021	April 09, 2021	April 30, 2021
April 1 – April 30, 2021	May 10, 2021	May 28, 2021
May 1 – May 31, 2021	June 10, 2021	June 30, 2021
June 1 – June 30, 2021	July 09, 2021	July 30, 2021
July 1 – July 31, 2021	August 10, 2021	August 31, 2021