

2020-2021

## Time Sheet & Leave Card Due Date Schedule 2020-2021

DUE IN CENTRAL OFFICE by 10:00 am	DATES TO INCLUDE	Pay Check Date
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July 6, 2020	July 1st through July 4th	7/15/2020
July 20, 2020	July 5th through July 18th	7/30/2020
August 3, 2020	July 19th through August 1st	8/14/2020
August 17, 2020	August 2nd through August 15th	8/28/2020
August 31, 2020	August 16th through August 29th	9/14/2020
September 14, 2020	August 30th through September 12th	9/28/2020
October 5, 2020	September 13th through October 3rd (3 wks)	10/15/2020
October 19, 2020	October 4th through October 17th	10/30/2020
November 2, 2020	October 18th through October 31st	11/13/2020
November 16, 2020	November 1st through November 14th	11/30/2020
November 30, 2020	November 15th through November 28th	12/15/2020
December 14, 2020	November 29th through December 12th	12/30/2020
January 4, 2021	December 13th through January 2nd (3 wks)	1/15/2021
January 18, 2021	January 3rd through January 16th	1/29/2021
February 1, 2021	January 17th through January 30th	2/12/2021
February 15, 2021	January 31st through February 13th	2/26/2021
March 1, 2021	February 14th through February 27th	3/15/2021
March 15, 2021	February 28th through March 13th	3/30/2021
April 5, 2021	March 14th through April 3rd (3 wks)	4/15/2021
April 19, 2021	April 4th through April 17th	4/30/2021
May 3, 2021	April 18th through May 1st	5/14/2021
May 17, 2021	May 2nd through May 15th	5/28/2021
June 7, 2021	May 16th through June 5th (3 wks)	6/15/2021
June 14, 2021	<b>June 6th through June 30th</b> (3wks)	6/30/2021

NOTE: New employees may not receive their first check until they have worked a complete pay cycle (approximately 10 days).

**NEW for 2020-2021: Timesheets must be submitted by the due date or the paycheck will be held at central office until it is submitted.**