

2019-2020

Time Sheet & Leave Card Due Date Schedule 2019-2020

DUE IN CENTRAL OFFICE by 10:00 am	DATES TO INCLUDE	Pay Check Date
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July 8, 2019	July 1st through July 6th	7/15/2019
July 22, 2019	July 7th through July 20th	7/30/2019
August 5, 2019	July 21st through August 3rd	8/15/2019
August 19, 2019	August 4th through August 17th	8/30/2019
September 2, 2019	August 18th through August 31st	9/13/2019
September 16, 2019	September 1st through September 14th	9/30/2019
October 7, 2019	September 15th through October 5th (3 wks)	10/15/2019
October 21, 2019	October 6th through October 19th	10/30/2019
November 4, 2019	October 20th through November 2nd	11/15/2019
November 18, 2019	November 3rd through November 16th	11/29/2019
December 2, 2019	November 17th through November 30th	12/13/2019
December 16, 2019	December 1st through December 14th	12/30/2019
January 6, 2020	December 15th through January 4th (3 wks)	1/15/2020
January 20, 2020	January 5th through January 18th	1/30/2020
February 3, 2020	January 19th through February 1st	2/14/2020
February 17, 2020	February 2nd through February 15th	2/28/2020
March 2, 2020	February 16th through February 29th	3/13/2020
March 16, 2020	March 1st through March 14th	3/30/2020
April 6, 2020	March 15th through April 4th (3 wks)	4/15/2020
April 20, 2020	April 5 through April 18th	4/30/2020
May 4, 2020	April 19th through May 2nd	5/15/2020
May 18, 2020	May 3rd through May 16th	5/29/2020
June 8, 2020	May 17th through June 6th (3 wks)	6/15/2020
June 15, 2020	June 7th through June 30th (3wks)	6/30/2020

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