

2020-2021 Time Sheet Schedule for Payroll

Time Sheets Due to Payroll	Dates Worked	Payroll Date	Time Sheets Due to Payroll	Dates Worked	Payroll Date
July 1	Jun 16-30	July 15	July 16	Jul 1-15	July 30
Aug 3	Jul 16-31	Aug 14	Aug 17	Aug 1-15	Aug 28
Sep 1	Aug 16-31	Sep 15	Sep 16	Sep 1-15	Sep 30
Oct 1	Sep 16-30	Oct 15	Oct 16	Oct 1-15	Oct 30
Nov 2	Oct 16-31	Nov 13	Nov 16	Nov 1-15	Nov 30
Dec 1	Nov 16-30	Dec 15	Dec 16	Dec 1-15	Dec 18
Jan 5	Dec 16-31	Jan 15	Jan 19	Jan 1-15	Jan 29
Feb 1	Jan 16-31	Feb 12	Feb 16	Feb 1-15	Feb 26
Mar 1	Feb 16-28	Mar 15	Mar 16	Mar 1-15	Mar 30
Apr 1	Mar 16-31	Apr 15	Apr 16	Apr 1-15	Apr 30
May 3	Apr 16-30	May 14	May 17	May 1-15	May 28
Jun 1	May 16-31	June 15	Jun 16	Jun 1-15	Jun 30

Time sheets are due for approval w/signatures on pay days.

Please note: dates are subject to change

Please contact the payroll office with any questions. Ext 1609