

TO: All Staff and Hourly Personnel

FROM: Tracy Farrales

DATE: June 8, 2020

RE: Payroll Schedule

The Business Office has established the following payroll schedule for the 2020-2021 year. The schedule reflects the date that electronic timecards must be submitted AND approved for each pay period. Please record these dates on your calendar.

Timecards must be submitted by the employee and approved by the supervisor **no later than noon on the scheduled date.**

<b>PAY PERIOD</b>	<b>SUBMIT/SUPERVISOR APPROVED BY NOON</b>	<b>PAY DAY</b>
July 1 – July 11	July 14	July 17
July 12 – July 25	July 28	July 31
July 26 – August 8	August 11	August 14
August 9 – August 22	August 25	August 28
August 23 – September 5	September 8	September 11
September 6 – September 19	September 22	September 25
September 20 – October 3	October 6	October 9
October 4 – October 17	October 20	October 23
October 18 – October 31	November 3	November 6
November 1 – November 14	November 17	November 20
November 15 – November 28	December 1	December 4
November 29 – December 12	December 15	December 18
December 12 – December 26	December 28	December 31
December 27 – January 9	January 12	January 15
January 10 – January 23	January 26	January 29
January 24 – February 6	February 9	February 12
February 7 – February 20	February 23	February 26
February 21 – March 6	March 9	March 12
March 7 – March 20	March 23	March 26
March 21 – April 3	April 6	April 9
April 4 – April 17	April 20	April 23
April 18 – May 1	May 4	May 7
May 2 – May 15	May 18	May 21
May 16 – May 29	June 1	June 4
May 30 – June 12	June 15	June 18
June 13 – June 26	June 29	July 2

If you have any questions regarding this schedule, please contact me at extension 2124.