

2019-2020 PAYROLL PAY SCHEDULE

| <u>PAPER</u> | | | | | |
|---------------------|--------------------|-----------------|------------------------|--|---|
| | Time sheets | | | | |
| Ending Pay | Due to | | | | |
| Period For | Supervisor | | | | |
| Time Sheets | | Paydates | Periods Covered | | <u>TRUE TIME TIME SHEETS</u> |
| 6/30/19 | 6/28/19 | 7/15/19 | 6/16/19-6/30/19 | | True Time time sheets are to be submitted at the end of every work week, unless there is unapproved time off waiting for approval. |
| 7/15/19 | 7/15/19 | 7/31/19 | 7/1/19-7/15/19 | | |
| 7/31/19 | 7/31/19 | 8/15/19 | 7/16/19-7/31/19 | | |
| 8/15/19 | 8/15/19 | 8/30/19 | 8/1/19-8/15/19 | | |
| 8/31/19 | 8/30/19 | 9/13/19 | 8/16/19-8/31/19 | | |
| 9/13/19 | 9/13/19 | 9/30/19 | 9/1/19-9/15/19 | | |
| 9/30/19 | 9/30/19 | 10/15/19 | 9/16/19-9/30/19 | | |
| 10/15/19 | 10/15/19 | 10/31/19 | 10/1/19-10/15/19 | | |
| 10/31/19 | 10/31/19 | 11/15/19 | 10/16/19-10/31/19 | | |
| 11/15/19 | 11/15/19 | 11/27/19 | 11/1/19-11/15/19 | | |
| 11/30/19 | 11/27/19 | 12/13/19 | 11/16/19-11/30/19 | | |
| 12/15/19 | 12/13/19 | 12/31/19 | 12/1/19-12/15/19 | | |
| 12/31/19 | 12/31/19 | 1/15/20 | 12/16/19-12/31/19 | | |
| 1/15/20 | 1/15/20 | 1/31/20 | 1/1/20-1/15/20 | | ALL APPROVED TRUE TIME TIME SHEETS ARE TO BE RECEIVED IN PAYROLL NO LATER THAN NOON ON THE FOLLOWING TUESDAY FROM THE PREVIOUS WEEK. |
| 1/31/20 | 1/31/20 | 2/14/20 | 1/16/20-1/31/20 | | |
| 2/14/20 | 2/14/20 | 2/28/20 | 2/1/20-2/15/20 | | |
| 2/29/20 | 2/28/20 | 3/13/20 | 2/16/20-2/29/20 | | |
| 3/15/20 | 3/13/20 | 3/31/20 | 3/1/20-3/15/20 | | |
| 3/31/20 | 3/31/20 | 4/15/20 | 3/16/20-3/31-20 | | |
| 4/15/20 | 4/15/20 | 4/30/20 | 4/1/20-4/15/20 | | |
| 4/30/20 | 4/30/20 | 5/15/20 | 4/16/20-4/30/20 | | |
| 5/15/20 | 5/15/20 | 5/29/20 | 5/1/20-5/15/20 | | |
| 5/31/20 | 5/29/20 | 6/15/20 | 5/16/20-5/31/20 | | |
| 6/15/20 | 6/15/20 | 6/30/20 | 6/1/20-6/15-20 | | |