



2019-2020 Payroll Calendar

Monthly Payroll Dates

There may be exceptions to these dates

- | | |
|-----------------------|----------------------|
| 1) August 26, 2019 | 7) February 26, 2020 |
| 2) September 26, 2019 | 8) March 26, 2020 |
| 3) October 25, 2019 | 9) April 27, 2020 |
| 4) November 22, 2019 | 10) May 26, 2020 |
| 5) December 20, 2019 | 11) June 26, 2020 |
| 6) January 27, 2020 | 12) July 27, 2020 |

Leave Time/Substitute Pay Cut Off Dates

Substitutes are paid on Monthly Payroll Dates

- | | |
|-----------------------------|------------------------------|
| 1) 07/01/19-08/10/19 | 7) 01/11/20-02/10/20 |
| 2) 08/11/19-09/10/19 | 8) 02/11/20-03/10/20 |
| 3) 09/11/19-10/10/19 | 9) 03/11/20-04/10/20 |
| 4) 10/11/19-11/10/19 | 10) 04/11/20-05/10/20 |
| 5) 11/11/19-12/10/19 | 11) 05/11/20-06/10/20 |
| 6) 12/11/19-01/10/20 | 12) 06/11/20-06/30/20 |

Stipend Payment Due Dates Schedule

Payroll must receive completed and approved stipend

time sheets by the dates shown to be paid that month

- | | |
|---------------|---------------------|
| 1) 8/15/2019 | 7) 2/13/2020 |
| 2) 9/16/2019 | 8) 3/13/2020 |
| 3) 10/15/2019 | 9) 4/20/2020 |
| 4) 11/13/2019 | 10) 5/14/2020 |
| 5) 12/12/2019 | 11) 6/15/2020 |
| 6) 1/15/2020 | 12) 7/2/2020 |

Download Leave & Substitute Data

(will begin at 8:00 am on the dates shown below)

Secretaries: Should you miss cut-off time-you **must notify payroll.**

- | | |
|-----------------------|-------------------------|
| 1) August 15, 2019 | 7) February 13, 2020 |
| 2) September 16, 2019 | 8) March 13, 2020 |
| 3) October 16, 2019 | 9) April 21, 2020 |
| 4) November 13, 2019 | 10) May 14, 2020 |
| 5) December 12, 2019 | 11) June 15, 2020 |
| 6) January 15, 2020 | 12) July 6, 2020 |

Contact Information:

email is the preferred form of communication

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Travel/Mileage/Expense reimbursement requests to be turned in to Business Dept by the 5th of the month following travel & will be direct deposited on or around the 15th. See Marilyn Rogers.

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

