

SECTION 5.05 – PAYROLL CALENDAR

Contact: Payroll @ Extension 4160

A. Overview

Each school year, the payroll calendar is created and distributed to those employees that process payroll information at the schools and departments. The payroll calendar identifies the monthly payroll periods, due dates and pay dates.



Payroll Calendar 2019-20

Timesheet deadlines apply to electronic and paper forms

Month of Pay	Pay Period Begins - Ends	Timesheets Due in Payroll	Pay Period Closes	Pay Date
Year-end accrual (1901108)	9/1/18- 8/31/19	9/6/19	9/10/19	9/20/19
September (1901009)	9/1/19 - 9/7/19	9/10/19	9/13/19	9/30/19
October (1901010)	9/8/19 - 10/5/19	10/8/19	10/11/19	10/31/19
November (1901011)	10/6/19 - 11/2/19	11/5/19	11/8/19	11/29/19
December (1901012)	11/3/19 - 12/7/19	12/10/19	12/13/19	12/31/19
January (2001001)	12/8/19 - 1/4/20	1/7/20	1/10/20	1/31/20
February (2001002)	1/5/20 - 2/8/20	2/11/20	2/14/20	2/28/20
March (2001003)	2/9/20 - 3/7/20	3/10/20	3/13/20	3/31/20
April (2001004)	3/8/20 - 4/4/20	4/7/20	4/10/20	4/30/20
May (2001005)	4/5/20 - 5/2/20	5/5/20	5/8/20	5/29/20
June (2001006)	5/3/20 - 6/6/20	6/9/20	6/12/20	6/30/20
July (2001007)	6/7/20 – Last Day of School	6/30/20	7/3/20	7/31/20
(2001107)	Last Day of School + 1 – 7/11/20	7/14/20	7/17/20	7/31/20
August (2001008)	7/12/20 - 8/8/20	8/11/20	8/14/20	8/31/20

6/5/2019

Calendar subject to change