

PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first day listed is the Date of Pay
- The second date is the date all information is to be sent to the Finance Office.
- **Dates Included** are the dates to be included on time cards (example: tutoring, detention, etc) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Janice Hoke ext. 12268. Please post a copy of this sheet for employee/substitute reference.

A copy of this and the substitute information due dates is also found on our Website under Staff/Finance Office Forms

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date:	7/15/2019	Payroll Date:	11/15/2019	Payroll Date:	3/13/2020
Due at F.O.:	7/1/2019	Due at F.O.:	10/28/2019	Due at F.O.:	2/24/2020
Dates included:		Dates included:	10/14 through 10/25	Dates included:	2/10 through 2/21
Payroll Date:	7/30/2019	Payroll Date:	11/29/2019	Payroll Date:	3/30/2020
Due at F.O.:	7/15/2019	Due at F.O.:	11/11/2019	Due at F.O.:	3/9/2020
Dates included:	7/1 through 7/12	Dates included:	10/28 through 11/8	Dates included:	2/24 through 3/6
Payroll Date:	8/15/2019	Payroll Date:	12/13/2019	Payroll Date:	4/15/2020
Due at F.O.:	7/29/2019	Due at F.O.:	11/22/2019	Due at F.O.:	3/23/2020
Dates included:	7/15 through 7/26	Dates included:	11/11 through 11/22 <i>(project if necessary)</i>	Dates included:	3/9 through 3/20
Payroll Date:	8/30/2019	Payroll Date:	12/30/2019	Payroll Date:	4/30/2020
Due at F.O.:	8/19/2019	Due at F.O.:	12/9/2019	Due at F.O.:	4/13/2020
Dates included:	7/29 through 8/16	Dates included:	11/25 through 12/6	Dates included:	3/23 through 4/10
Payroll Date:	9/13/2019	Payroll Date:	1/15/2020	Payroll Date:	5/15/2020
Due at F.O.:	9/3/2019	Due at F.O.:	12/16/2019	Due at F.O.:	4/27/2020
Dates included:	8/19 through 8/30	Dates included:	12/9 through 12/31 <i>(project if necessary)</i>	Dates included:	4/13 through 4/24
Payroll Date:	9/30/2019	Payroll Date:	1/30/2020	Payroll Date:	5/29/2020
Due at F.O.:	9/16/2019	Due at F.O.:	1/13/2020	Due at F.O.:	5/11/2020
Dates included:	9/3 through 9/13	Dates included:	1/1 through 1/10	Dates included:	4/27 through 5/8
Payroll Date:	10/15/2019	Payroll Date:	2/14/2020	Payroll Date:	6/15/2020
Due at F.O.:	9/30/2019	Due at F.O.:	1/27/2020	Due at F.O.:	5/22/2020
Dates included:	9/16 through 9/27	Dates included:	1/13 through 1/24	Dates included:	5/11 through 5/22
					Project thru May 22
Payroll Date:	10/30/2019	Payroll Date:	2/28/2020	Payroll Date:	6/30/2020
Due at F.O.:	10/14/2019	Due at F.O.:	2/10/2020	Due at F.O.:	6/1/2020
Dates included:	9/30 through 10/11	Dates included:	1/27 through 2/7	Dates included:	5/26 through 6/30
					Project time thru 6/30

SUBSTITUTE PAYROLL DATES

<u>Check Dated</u>	<u>Days Worked</u>
8/30/2019	Dates included: 7/29 through 8/16
9/13/2019	Dates included: 8/19 through 8/30
9/30/2019	Dates included: 9/3 through 9/13
10/15/2019	Dates included: 9/16 through 9/27
10/30/2019	Dates included: 9/30 through 10/11
11/15/2019	Dates included: 10/14 through 10/25
11/29/2019	Dates included: 10/28 through 11/8
12/13/2019	Dates included: 11/11 through 11/22
12/30/2019	Dates included: 11/25 through 12/6
1/15/2020	Dates included: 12/9 through 12/31
1/30/2020	Dates included: 1/1 through 1/10
2/14/2020	Dates included: 1/13 through 1/24
2/28/2020	Dates included: 1/27 through 2/7
3/13/2020	Dates included: 2/10 through 2/21
3/30/2020	Dates included: 2/24 through 3/6
4/15/2020	Dates included: 3/9 through 3/20
4/30/2020	Dates included: 3/23 through 4/10
5/15/2020	Dates included: 4/13 through 4/24
5/29/2020	Dates included: 4/27 through 5/8
6/15/2020	Dates included: 5/11 through 5/22

