

Timesheet Schedule, 21.5-Day count & Pay Dates

	9-month employees (Bus Drivers & Maids)	10-month employees (Teachers, Assistants, School Secretaries)		11- and 12-month employees		Payroll due to Payroll Dept. by 11am	CHECKS RELEASED
MONTH	Actual Pay Period Timesheets run	Actual Pay Period 21.5 Day Count	Timesheets Run Thru	Actual Pay Period	Timesheets Run Thru		Pay Date for
July		Installments	--	July 1 - 31, 2019	6/10/19-6/30/19 7/01/19-7/14/19	7/16/19	7/31/2019
August		Aug 16 - Sept 16, 2019	No timesheet	Aug 1 - 31, 2019	7/15/19-8/11/19	8/13/19 8/16/19	8/30/2019
September	8/12/19-9/08/19	Sept 17 - Oct 15, 2019	8/12/19-9/08/19	Sept 1 - 30, 2019	8/12/19-9/08/19	9/10/19	9/30/2019
October	9/09/19-10/13/19	Oct 16 - Nov 14, 2019	9/09/19-10/13/19	Oct 1 - 31, 2019	09/09/19-10/13/19	10/15/19	10/31/2019
November	10/14/19-11/03/19	Nov 15 - Dec 13, 2019	10/14/19-11/03/19	Nov 1 - 30, 2019	10/14/19-11/03/19	11/5/19	11/26/2019
December	11/04/19-12/01/19	Dec 16, '19 - Jan 14, '20	11/04/19-12/01/19	Dec 1 - 31, 2019	11/04/19-12/01/19	12/3/19	12/20/2019
January	12/02/19-1/05/20	Jan 15 - Feb 12, 2020	12/02/19-1/05/20	Jan 1 - 31, 2020	12/02/19-1/05/20	1/7/20	1/24/2020
February	1/06/20-2/09/20	Feb 13 - Mar 13, 2020	1/06/20-2/09/20	Feb 1 - 28, 2020	1/06/20-2/09/20	2/11/20	2/28/2020
March	2/10/20-3/08/20	Mar 16 - Apr 13, 2020	2/10/20-3/08/20	Mar 1 - 31, 2020	2/10/20-3/08/20	3/10/20	3/31/2020
April	3/09/20-4/05/20	Apr 14 - May 13, 2020	3/09/20-4/05/20	April 1 - 30, 2020	3/09/20-4/05/20	4/7/20	4/30/2020
May	4/06/20-5/10/20	May 14 - June 11, 2020	4/06/20-5/10/20	May 1 - 31, 2020	4/06/20-5/10/20	5/12/20	5/29/2020
June	5/11/20-6/07/20 5/11/20-6/11/20	Installments	5/11/20-6/07/20 5/11/20-6/11/20	June 1 - 30, 2020	5/11/20-6/07/20 5/11/20-6/11/20	6/9/20 6/11/20	6/19/2020

Timesheets for 9-month employees reflect actual time worked and paid.

Timesheets for 10-month employees reflect time worked for the purpose of tracking leave. Time paid is based on a 22-day count.

Example: October 31, 2019 Paycheck

Timesheet records time worked and leave used from Sept. 9 thru Oct. 13; timesheet turned in on October 15.

Paycheck is actually for October 16 thru November 14 (21/22 day count).

Timesheets for 11- & 12-month employees reflect time worked for the purpose of tracking leave. Time paid is based on actual calendar month.

Example: October 31, 2019 Paycheck

Timesheet records time worked and leave used from Sept. 9 thru Oct. 13; timesheet turned in on October 15.

Paycheck is actually for October 1-31 (calendar month).