

## Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2018/2019 SCHOOL YEAR					TIMESHEET TO PAYROLL THURSDAY BY 4:00PM		PAY DATE	
<b>2018 (**Early Submissions Are Marked by an Asterisk**)</b>								
AUG	13	to	AUG	24	AUGUST	30	SEPTEMBER	7
AUG	27	to	SEP	7	SEPTEMBER	13	SEPTEMBER	21
SEP	10	to	SEP	21	SEPTEMBER	27	OCTOBER	5
SEP	24	to	OCT	5	OCTOBER	11	OCTOBER	19
OCT	8	to	OCT	19	OCTOBER	25	NOVEMBER	2
OCT	22	to	NOV	2	NOVEMBER	8	NOVEMBER	16
NOV	5	to	NOV	16	NOVEMBER	22	NOVEMBER	30
NOV	19	to	NOV	30	DECEMBER	6	DECEMBER	14
<b>**DEC</b>	<b>3</b>	<b>to</b>	<b>DEC</b>	<b>14</b>	<b>**EARLY SUBMISSION DEC</b>	<b>19</b>	<b>DECEMBER</b>	<b>28</b>
<b>2019</b>								
<b>**DEC</b>	<b>17</b>	<b>to</b>	<b>DEC</b>	<b>28</b>	<b>**EARLY SUBMISSION DEC</b>	<b>20</b>	<b>JANUARY</b>	<b>11</b>
DEC	31	to	JAN	11	JANUARY	17	JANUARY	25
JAN	14	to	JAN	25	JANUARY	31	FEBRUARY	8
JAN	28	to	FEB	8	FEBRUARY	14	FEBRUARY	22
FEB	11	to	FEB	22	FEBRUARY	28	MARCH	8
<b>**FEB</b>	<b>25</b>	<b>to</b>	<b>MAR</b>	<b>8</b>	<b>**EARLY SUBMISSION MAR</b>	<b>14</b>	<b>MARCH</b>	<b>22</b>
MAR	11	to	MAR	22	MARCH	28	APRIL	5
MAR	25	to	APR	5	APRIL	11	APRIL	18
APR	8	to	APR	19	APRIL	25	MAY	3
APR	22	to	MAY	3	MAY	9	MAY	17
MAY	6	to	MAY	17	MAY	23	MAY	31
MAY	20	to	MAY	31	JUNE	6	JUNE	14
JUN	3	to	JUN	14	JUNE	20	JUNE	28
JUN	17	to	JUN	28	JULY	4	JULY	12
<b>**JUL</b>	<b>1</b>	<b>to</b>	<b>JUL</b>	<b>12</b>	<b>**EARLY SUBMISSION JUL</b>	<b>17</b>	<b>JULY</b>	<b>26</b>
JUL	15	to	JUL	26	AUGUST	1	AUGUST	9
JUL	29	to	AUG	9	AUGUST	15	AUGUST	23

**Original timesheets will not be required by payroll if they are faxed or emailed in.**

Only properly completed and authorized timesheets will be accepted, NO pictures.

Timesheets must be received in the Payroll Department **by 4:00 PM** on the dates indicated above.

Please note any early submission dates are highlighted with asterisks (\*\*).