

Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2019/2020 SCHOOL YEAR					TIMESHEET TO PAYROLL THURSDAY BY 4:00PM		PAY DATE		
2019 (**Early Submissions Are Marked by an Asterisk**)									
AUG	12	to	AUG	23	AUGUST	29	SEPTEMBER	6	
AUG	26	to	SEP	6	SEPTEMBER	12	SEPTEMBER	20	
SEP	9	to	SEP	20	SEPTEMBER	26	OCTOBER	4	
SEP	23	to	OCT	4	OCTOBER	10	OCTOBER	18	
OCT	7	to	OCT	18	OCTOBER	24	NOVEMBER	1	
OCT	21	to	NOV	1	NOVEMBER	7	NOVEMBER	15	
NOV	4	to	NOV	15	NOVEMBER	21	NOVEMBER	29	
NOV	18	to	NOV	29	DECEMBER	5	DECEMBER	13	
**DEC	2	to	DEC	13	**EARLY SUBMISSION DEC	18	DECEMBER	27	
2020									
**DEC	16	to	DEC	27	**EARLY SUBMISSION DEC	19	JANUARY	10	
DEC	30	to	JAN	10	JANUARY	16	JANUARY	24	
JAN	13	to	JAN	24	JANUARY	30	FEBRUARY	7	
JAN	27	to	FEB	7	FEBRUARY	13	FEBRUARY	21	
FEB	10	to	FEB	21	FEBRUARY	27	MARCH	6	
FEB	24	to	MAR	6	MARCH	12	MARCH	20	
MAR	9	to	MAR	20	MARCH	26	APRIL	3	
**MAR	23	to	APR	3	**EARLY SUBMISSION APR	8	APRIL	17	
APR	6	to	APR	17	APRIL	23	MAY	1	
APR	20	to	MAY	1	MAY	7	MAY	15	
MAY	4	to	MAY	15	MAY	21	MAY	29	
MAY	18	to	MAY	29	JUNE	4	JUNE	12	
JUN	1	to	JUN	12	JUNE	18	JUNE	26	
JUN	15	to	JUN	26	JULY	2	JULY	10	
**JUN	29	to	JUL	10	**EARLY SUBMISSION JUL	15	JULY	24	
JUL	13	to	JUL	24	JULY	30	AUGUST	7	
JUL	27	to	AUG	7	AUGUST	13	AUGUST	21	

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 (**).