

**CLASSIFIED EMPLOYEES MONTHLY, HOURLY, CASUAL & SUB  
TIME CARD/SHEET DUE DATE & PAY DATE SCHEDULE**

2019-2020

Pay Period		Time Card/Sheet Due Date	Pay Date
From	To		
07/01/19	07/15/19	07/15/19	07/25/19
07/16/19	07/31/19	07/31/19**	08/09/19
08/01/19	08/15/19	08/15/19	08/23/19
08/16/19	08/31/19	08/30/19**	09/10/19
09/01/19	09/15/19	09/13/19	09/25/19
09/16/19	09/30/19	09/30/19**	10/10/19
10/01/19	10/15/19	10/15/19	10/25/19
10/16/19	10/31/19	10/31/19**	11/08/19
11/01/19	11/15/19	11/15/19	11/25/19*
11/16/19	11/30/19	11/22/19**	12/10/19
12/01/19	12/15/19	12/13/19	12/20/19*
12/16/19	12/31/19	12/20/19**	01/10/20
01/01/20	01/15/20	01/15/20	01/24/20
01/16/20	01/31/20	01/31/20**	02/10/20
02/01/20	02/15/20	02/14/20	02/25/20
02/16/20	02/29/20	02/28/20**	03/10/20
03/01/20	03/15/20	03/13/20	03/25/20
03/16/20	03/31/20	03/31/20**	04/10/20
04/01/20	04/15/20	04/15/20	04/24/20
04/16/20	04/30/20	04/30/20**	05/08/20
05/01/20	05/15/20	05/15/20	05/22/20
05/16/20	05/31/20	05/29/20**	06/10/20
06/01/20	06/15/20	06/12/20	06/25/20
06/16/20	06/30/20	06/30/20**	07/10/20

Time cards/sheets are due in the Payroll Office by **NOON** on the date indicated. Time sheets not received from sites by this deadline may result in those employees not receiving a paycheck on their next scheduled pay date.

**\*\*Monthly employee time cards are due the last working day of each month.**

*Overtime sheets are due on the 20<sup>TH</sup> of each month.*

**\*The above schedule is subject to change to coincide with any County changes.**