

# Time Sheet and Payroll Change Schedule 2019-2020 School Year

**All time sheets are due by the end of the day on the due date.**

Any questions regarding dates on this schedule contact Denise Brown at 281-3434 ext. #1219.

Payroll changes need to be turned in by the due date.

For example if we receive a payroll change on or before 8/21/19 the change will be effective on the 9/13/19 payroll.

**Examples of Payroll changes:**

Terminations/Resignations, Change of Address, W-4 form, deductions, direct deposit, etc.

PAR due dates are listed below

**NOTE:** Dates covered start on Saturday and end on Friday.

- \* One Week
- \*\*\* Three Weeks
- \*\*\*\* Four Weeks
- \*\*\*\*\* Five Weeks

**Time Sheets  
& PR Changes**

<u>PAR'S Due to HC</u>	<u>PAR'S Due to BO</u>	<u>Date Due</u>	<u>Dates Covered</u>	<u>Pay Date</u>
07/29/19	08/02/19	08/21/19	08-03-19 to 08-16-19	09/13/19
08/12/19	08/16/19	09/11/19	08-17-19 to 09-06-19 ***	09/30/19
09/03/19	09/06/19	09/25/19	09-07-19 to 09-20-19	10/15/19
09/16/19	09/20/19	10/09/19	09-21-19 to 10-04-19	10/31/19
09/30/19	10/04/19	10/23/19	10-05-19 to 10-18-19	11/15/19
10/14/19	10/18/19	11/06/19	10-19-19 to 11-01-19	11/22/19
				12/13/19
10/28/19	11/01/19	12/04/19	11-02-19 to 11-29-19 ****	12/20/19
*** 11/18/19	11/22/19	12/11/19	11-30-19 to 12-06-19 *	01/15/20
12/02/19	12/06/19	01/15/20	12-07-19 to 01-10-20 *****	01/31/20
01/06/20	01/10/20	01/23/20	01-11-20 to 01-17-20 *	02/14/20
01/13/20	01/17/20	02/05/20	01-18-20 to 01-31-20	02/28/20
01/27/20	01/31/20	02/19/20	02-01-20 to 02-14-20	03/13/20
02/10/20	02/14/20	03/04/20	02-15-20 to 02-28-20	03/31/20
02/24/20	02/28/20	03/11/20	02-29-20 to 03-06-20 *	04/15/20
03/02/20	03/06/20	04/08/20	03-07-20 to 04-03-20 ****	04/30/20
03/30/20	04/03/20	04/22/20	04-04-20 to 04-17-20	05/15/20
04/13/20	04/17/20	05/06/20	04-18-20 to 05-01-20	05/29/20
04/27/20	05/01/20	05/20/20	05-02-20 to 05-15-20	06/15/20
05/11/20	05/15/20	06/10/20	05-16-20 to 06-05-20 ***	06/30/20
06/01/20	06/05/20	06/24/20	06-06-20 to 06-19-20	07/15/20
06/15/20	06/19/20	07/08/20	06-20-20 to 07-03-20	07/31/20
06/29/20	07/03/20	07/22/20	07-04-20 to 07-17-20	08/14/20
07/13/20	07/17/20	08/05/20	07-18-20 to 07-31-20	08/31/20

Approved by:  
Date: 4/23/19

