

**2020/2021**  
**CERTIFICATED & CLASSIFIED**  
**CONTRACT EMPLOYEES**  
**TIMESHEET DUE DATES**

Documents for the Month of:	Due in Payroll:	TO BE PAID:	
		Classified:	Certificated:
July, 2020	Monday August 10	August 31	September 1
August, 2020	Thursday September 10	September 30	October 1
September, 2020	Monday October 12	October 30	November 2
October, 2020	Tuesday November 10	November 30	December 1
November, 2020	Thursday December 10	December 31	January 4
December, 2020	Monday January 11	January 29	February 1
January, 2021	Wednesday February 10	February 26	March 1
February, 2021	Wednesday March 10	March 31	April 1
March, 2021	Monday April 12	April 30	May 3
April, 2021	Monday May 10	May 28	June 1
May, 2021	Thursday June 10	June 30	July 1
June, 2021	Monday July 12	July 30	August 2

**All Timesheets**

are due to the Payroll Department by 4:30 p.m. on the due date.

**Any timesheets received after the proposed date and time  
will be processed on the next regular payroll cycle.**

It is necessary for the timesheets to be completed with all required signatures, account numbers and properly filled out before payroll receives them. Any incomplete timesheets will be sent back to the site and will cause delay in payment.