

## Pickerington Local School District

Created 12/13/18

### PAY SCHEDULE FOR 19-20 SCHOOL YEAF

#### PROJECTED PAYDATES AND TIME SHEET DUE DATES

**NOTE:** Substitute time sheets are due every payroll. Subs are paid twice per month on the same date as regular staff.

<u>PAY DATE</u>	<u>TIMESHEET DUE DATE</u>	<u>TIMESHEET DATES ON PAYCHECK</u>
September 5, 2019	8/21/2019	8/6/19 - 8/20/19
September 20, 2019	9/6/2019	8/21/19 - 9/5/19
October 4, 2019	9/23/2019	9/6/19 - 9/20/19
October 18, 2019	10/7/2019	9/21/19 - 10/4/19
November 5, 2019	10/21/2019	10/5/19 - 10/18/19
November 20, 2019	11/6/2019	10/19/19 - 11/5/19
December 5, 2019	11/21/2019	11/6/19 - 11/20/19
December 20, 2019	12/6/2019	11/21/19 - 12/5/19
January 3, 2020	12/20/19*	12/6/19 - 12/20/19
January 17, 2020	1/6/2019	12/21/19 - 1/3/20
February 5, 2020	1/21/2020	1/4/20 - 1/17/20
February 20, 2020	2/6/2020	1/18/20 - 2/5/20
March 5, 2020	2/21/2020	2/6/20 - 2/20/20
March 20, 2020	3/6/2020	2/21/20 - 3/5/20
April 3, 2020	3/20/20 *	3/6/20 - 3/20/20
April 20, 2020	4/6/2020	3/21/20 - 4/3/20
May 5, 2020	4/21/2020	4/4/20 - 4/20/20
May 20, 2020	5/6/2020	4/21/20 - 5/5/20
June 5, 2020	5/21/2020	5/6/20 - 5/20/20
June 19, 2020	6/8/2020	5/21/20 - 6/5/20
July 2, 2020	6/22/2020	6/6/20 - 6/19/20
July 20, 2020	7/6/2020	6/20/20 - 7/2/20
August 5, 2020	7/21/2020	7/3/20 - 7/20/20
August 20, 2020	8/6/2020	7/21/20 - 8/5/20

Time sheets received in the Treasurer's Office after 3:00 pm on the due date will be held until the next regularly scheduled pay date.

**DO NOT SEND TIMESHEETS/AESOP REPORTS THROUGH INTEROFFICE MAIL.**

\*Due to the holiday break, timesheets MUST be in the Treasurer's Office no later than 4:00 p.m. on **December 20, 2019, and March 20, 2020.**