

HUMAN RESOURCES

PAYROLL SCHEDULE

2019-2020

MONTH/ YEAR	PAYROLL CUTOFF	PAYDAY
JULY/19	07/17	07/31
AUG	08/19	08/29
SEPT	09/17	09/30
OCT	10/17	10/31
NOV	11/18	11/27
DEC	12/16	12/20
JAN/20	01/17	01/31
FEB	02/18	02/28
MAR	03/17	03/31
APR	04/17	04/30
MAY	05/18	05/29
JUNE	06/17	06/30

Submit time sheets/authorizations to Human Resources before 5:00 p.m. on the cutoff date (or before) to ensure timely processing of pay. Documents should be submitted to the supervisor prior to the cutoff date for review and approval.