

HOURLY EMPLOYEE TIME SHEET CALENDAR FOR FISCAL YEAR 2019-2020

Reminder: It is very important that you follow this calendar closely to ensure that your time sheet is processed on time. Late time sheets will not be processed and it will result in a delay in receiving payment for that particular pay period. Please remember that a late time sheet does not guarantee a salary advance and you may have to wait for another two weeks to receive payment. The due dates may be subject to change.

	PAY PERIOD	TIME SHEETS DUE IN PAYROLL	STATE PAY DATE
9	06/09/19 - 06/22/19	Monday, June 24, 2019	07/18/19
10	06/23/19 - 07/06/19	Monday, July 8, 2019	08/01/19
11	07/07/19 - 07/20/19	Monday, July 22, 2019	08/15/19
12	07/21/19 - 08/03/19	Monday, August 5, 2019	08/29/19
13	08/04/19 - 08/17/19	Monday, August 19, 2019	09/12/19
14	08/18/19 - 08/31/19	* Tuesday, September 3, 2019	09/26/19
15	09/01/19 - 09/14/19	Monday, September 16, 2019	10/10/19
16	09/15/19 - 09/28/19	Monday, September 30, 2019	10/24/19
17	09/29/19 - 10/12/19	* Tuesday, October 15, 2019	11/07/19
18	10/13/19 - 10/26/19	Monday, October 28, 2019	11/21/19
19	10/27/19 - 11/09/19	Monday, November 11, 2019	12/05/19
20	11/10/19 - 11/23/19	Monday, November 25, 2019	12/19/19
21	11/24/19 - 12/07/19	Monday, December 9, 2019	01/02/20
22	12/08/19 - 12/21/19	Monday, December 23, 2019	01/16/20
23	12/22/19 - 01/04/20	Monday, January 6, 2020	01/30/20
24	01/05/20 - 01/18/20	* Tuesday, January 21, 2020	02/13/20
25	01/19/20 - 02/01/20	Monday, February 3, 2020	02/27/20
26	02/02/20 - 02/15/20	* Tuesday, February 18, 2020	03/12/20
01	02/16/20 - 02/29/20	Monday, March 2, 2020	03/26/20
02	03/01/20 - 03/14/20	Monday, March 16, 2020	04/09/20
03	03/15/20 - 03/28/20	Monday, March 30, 2020	04/23/20
04	03/29/20 - 04/11/20	Monday, April 13, 2020	05/07/20
05	04/12/20 - 04/25/20	Monday, April 27, 2020	05/21/20
06	04/26/20 - 05/09/20	Monday, May 11, 2020	06/04/20
07	05/10/20 - 05/23/20	* Tuesday, May 26, 2020	06/18/20
08	05/24/20 - 06/06/20	Monday, June 8, 2020	07/02/20
09	06/07/20 - 06/20/20	Monday, June 22, 2020	07/16/20

*Changes due to Holidays.

NOTE: This schedule is subject to change based on the directives of the Office of the State Comptroller.