



## PAYROLL AND FINANCE CALENDAR

- Finance Month End
- Payroll Cutoff for all Monthly Payroll Authorization Forms
- Approval of Hourly Time Sheets (7<sup>th</sup> - 21<sup>st</sup>)
- Approval of Monthly Exception Reports and Hourly Time Sheets (22<sup>nd</sup> - 6<sup>th</sup>)
- Statutory Holiday
- Statutory Holiday (Non-classified positions)
- Pay Day - Monthly and Hourly (last working day)
- Pay Day - Hourly (mid-month)

Summer Session: SSI May 29 & June 30    SSII July 31    SSII/III July 31 & Aug. 31    SSIII Aug. 31

| JANUARY 2020 |     |    |     |     |     |    | FEBRUARY 2020 |     |    |     |    |     |    | MARCH 2020     |     |     |     |     |     |    |
|--------------|-----|----|-----|-----|-----|----|---------------|-----|----|-----|----|-----|----|----------------|-----|-----|-----|-----|-----|----|
| S            | M   | T  | W   | T   | F   | S  | S             | M   | T  | W   | T  | F   | S  | S              | M   | T   | W   | T   | F   | S  |
|              |     |    | ★1  | 2   | 3   | 4  |               |     |    | ▽5  | 6  | ◇7  | 8  | 1              | 2   | 3   | ▽4  | 5   | 6   | 7  |
| 5            | ▽6  | ◇7 | △8  | 9   | 10  | 11 | 2             | 3   | 4  | 5   | 6  | ◇7  | 8  | 8              | ◇9  | △10 | 11  | 12  | 13  | 14 |
| 12           | 13  | 14 | △15 | 16  | 17  | 18 | 9             | 10  | 11 | 12  | 13 | △14 | 15 | 15             | △16 | 17  | 18  | 19  | 20  | 21 |
| 19           | 20  | 21 | ◇22 | 23  | 24  | 25 | 16            | ★17 | 18 | 19  | 20 | 21  | 22 | 22             | ◇23 | 24  | 25  | 26  | 27  | 28 |
| 26           | 27  | 28 | 29  | 30  | ○31 |    | 23            | ◇24 | 25 | 26  | 27 | ○28 | 29 | 29             | 30  | ○31 |     |     |     |    |
| APRIL 2020   |     |    |     |     |     |    | MAY 2020      |     |    |     |    |     |    | JUNE 2020      |     |     |     |     |     |    |
| S            | M   | T  | W   | T   | F   | S  | S             | M   | T  | W   | T  | F   | S  | S              | M   | T   | W   | T   | F   | S  |
|              |     |    | ▽1  | 2   | 3   | 4  |               |     |    |     |    | 1   | 2  |                | 1   | 2   | ▽3  | 4   | 5   | 6  |
| 5            | 6   | ◇7 | △8  | 9   | ★10 | 11 | 3             | 4   | ▽5 | 6   | ◇7 | △8  | 9  | 7              | ◇8  | △9  | 10  | 11  | 12  | 13 |
| 12           | 13  | 14 | △15 | 16  | 17  | 18 | 10            | 11  | 12 | 13  | 14 | △15 | 16 | 14             | △15 | 16  | 17  | 18  | 19  | 20 |
| 19           | 20  | 21 | ◇22 | 23  | 24  | 25 | 17            | ★18 | 19 | 20  | 21 | ◇22 | 23 | 21             | ◇22 | 23  | 24  | 25  | 26  | 27 |
| 26           | 27  | 28 | 29  | ○30 |     |    | 24            | 25  | 26 | 27  | 28 | ○29 | 30 | 28             | 29  | ○30 |     |     |     |    |
|              |     |    |     |     |     | 31 |               |     |    |     |    |     |    |                |     |     |     |     |     |    |
| JULY 2020    |     |    |     |     |     |    | AUGUST 2020   |     |    |     |    |     |    | SEPTEMBER 2020 |     |     |     |     |     |    |
| S            | M   | T  | W   | T   | F   | S  | S             | M   | T  | W   | T  | F   | S  | S              | M   | T   | W   | T   | F   | S  |
|              |     |    | ★1  | 2   | 3   | 4  |               |     |    |     |    |     | 1  |                |     | 1   | 2   | ▽3  | 4   | 5  |
| 5            | ▽6  | ◇7 | △8  | 9   | 10  | 11 | 2             | 3   | 4  | 5   | ▽6 | ◇7  | 8  | 6              | ★7  | ◇8  | 9   | 10  | 11  | 12 |
| 12           | 13  | 14 | △15 | 16  | 17  | 18 | 9             | △10 | 11 | 12  | 13 | △14 | 15 | 13             | 14  | △15 | 16  | 17  | 18  | 19 |
| 19           | 20  | 21 | ◇22 | 23  | 24  | 25 | 16            | 17  | 18 | 19  | 20 | 21  | 22 | 20             | 21  | ◇22 | 23  | 24  | 25  | 26 |
| 26           | 27  | 28 | 29  | 30  | ○31 |    | 23            | ◇24 | 25 | 26  | 27 | 28  | 29 | 27             | 28  | 29  | ○30 |     |     |    |
|              |     |    |     |     |     |    | 30            | ○31 |    |     |    |     |    |                |     |     |     |     |     |    |
| OCTOBER 2020 |     |    |     |     |     |    | NOVEMBER 2020 |     |    |     |    |     |    | DECEMBER 2020  |     |     |     |     |     |    |
| S            | M   | T  | W   | T   | F   | S  | S             | M   | T  | W   | T  | F   | S  | S              | M   | T   | W   | T   | F   | S  |
|              |     |    |     | 1   | 2   | 3  | 1             | 2   | 3  | ▽4  | 5  | 6   | 7  |                |     | 1   | 2   | ▽3  | 4   | 5  |
| 4            | ▽5  | 6  | ◇7  | △8  | 9   | 10 | 8             | ◇9  | 10 | ★11 | 12 | 13  | 14 | 6              | ◇7  | 8   | 9   | 10  | 11  | 12 |
| 11           | ★12 | 13 | 14  | △15 | 16  | 17 | 15            | △16 | 17 | 18  | 19 | 20  | 21 | 13             | ◇14 | △15 | 16  | 17  | 18  | 19 |
| 18           | 19  | 20 | 21  | ◇22 | 23  | 24 | 22            | ◇23 | 24 | 25  | 26 | 27  | 28 | 20             | 21  | 22  | 23  | 24  | ★25 | 26 |
| 25           | 26  | 27 | 28  | 29  | ○30 | 31 | 29            | ○30 |    |     |    |     |    | 27             | 28  | 29  | 30  | ○31 |     |    |