



TO: Principals, Office Managers and Administrative Assistants
FROM: Susan R. Tucker, Director, Fiscal Services
RE: 2020-2021 Individual Timesheet Deadlines
DATE: September 17, 2020

The 2020-21 school year payroll individual timelines have been set. The prior month's individual timesheets must be received in *payroll* no later than the 7th of the subsequent month as follows:

October 7, 2020 for all September timesheets
November 7, 2020 for all October timesheets
December 7, 2020 for all November timesheets
December 18, 2020 for all December timesheets (***NOTE HOLIDAY CHANGE***)
February 7, 2021 for all January timesheets
March 7, 2021 for all February timesheets
April 7, 2021 for all March timesheets
May 7, 2021 for all April timesheets
May 31, 2021 for all May timesheets
May 31, 2021 for all June timesheets

Timesheets received after the specified dates will not be paid until the end of the following month. **If the deadline falls on a Saturday or Sunday, the timesheets are due the Friday before.**

Please notify your staff to submit their timesheets to your office based on your timeline to review, sign and send to *payroll* by the above dates. Once reviewed and signed, please send only the top copy.

Certificated and Classified employee long timesheets are due to payroll by the 2nd day of the following month for leave posting (i.e. sick, vacation, etc.).

Thank you for your understanding and cooperation.

CC: Cabinet
Directors