

## Full Time Web Time Sheet Schedule 2019/2020

**\*\*Please follow this schedule for Web Time Sheets**

<b>Report Hours Worked in Following Periods</b>	<b>Employee Must Submit No Later Than:</b>	<b>Supervisor Must Approve No Later Than:</b>	<b>Pay Date</b>	<b>Payroll #</b>
June 30 – July 13	July 15	July 17	July 12, 2019	14
July 14 – July 27	July 29	July 31	July 26, 2019	15
July 28 – August 10	August 12	August 14	August 9, 2019	16
August 11 – August 24	August 26	August 28	August 23, 2019	17
August 25 – September 7	September 9	September 11	September 6, 2019	18
September 8 – September 21	September 23	September 25	September 20, 2019	19
September 22 – October 5	October 7	October 9	October 4, 2019	20
October 6 – October 19	October 21	October 23	October 18, 2019	21
October 20 – November 2	November 4	November 6	November 1, 2019	22
November 3 – November 16	November 18	November 20	November 15, 2019	23
November 17 – November 30	December 2	December 4	November 29, 2019	24
December 1 – December 14	December 16	December 18	December 13, 2019	25
<b>December 15 – December 28</b>	<b>* January 2</b>	<b>* January 2</b>	December 27, 2019	26
December 29 – January 11	January 13	January 15	January 10, 2020	1
January 12 – January 25	January 27	January 29	January 24, 2020	2
January 26 – February 8	February 10	February 12	February 7, 2020	3
February 9 – February 22	February 24	February 26	February 21, 2020	4
February 23 – March 7	<b>*March 16</b>	<b>*March 16</b>	March 6, 2020	5
March 8 – March 21	March 23	March 25	March 20, 2020	6
March 22 – April 4	April 6	April 8	April 3, 2020	7
April 5 – April 18	April 20	April 22	April 17, 2020	8
April 19 – May 2	May 4	May 6	May 1, 2020	9
May 3 – May 16	May 18	May 20	May 15, 2020	10
May 17 – May 30	June 1	June 3	May 29, 2020	11
May 31 – June 13	June 15	June 17	June 12, 2020	12
June 14 – June 27	June 29	July 1	June 26, 2020	13

**\*Extra time given due to the Holiday Break**