

## Part-Time & Work-Study Time Sheet Schedule 2019/2020

**\*\*Please follow this schedule for Web Time Sheets. Employees' that do not submit their time by the posted employee deadline will need to work with their approver to get those hours submitted, which can cause a delay in pay.\*\***

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

**+ Extra time given due to the Holiday!**