

# MEMORANDUM

To: Hourly Employees

From: Payroll Department

Re: Payroll Timesheet/Overtime Submission Schedule

Below is the timesheet submission schedule for the Calendar Year 2020. Unless you are notified of any changes, please adhere to the schedule below.

Timesheets must be received in the Payroll Department at the end of the day on the due dates unless otherwise indicated below. Please contact the Payroll Department with any questions at Ext.7051 or 7053 or 7052.

Keep in mind that time worked for the 1<sup>st</sup> to the 15<sup>th</sup> and/or the 16<sup>th</sup> to the 30<sup>th</sup> - 31<sup>st</sup>, should coincide with the Pay Period Ending Dates.

<b>Pay date</b>	<b>Pay Period Ending Dates</b>	<b>Time Worked</b>	<b>Timesheet Due to Payroll</b>
1/15/2020	1/15/2020	12/16-12/31	1/3/2020
1/31/2020	1/31/2020	1/1-1/15	1/17/2020
2/14/2020	2/15/2020	1/16-1/31	2/4/2020
2/28/2020	2/28/2020	2/1-2/15	2/19/2020
3/13/2020	3/15/2020	2/16-2/29	3/3/2020
3/31/2020	3/31/2020	3/1-3/15	3/17/2020
4/15/2020	4/15/2020	3/16-3/31	4/2/2020
4/30/2020	4/30/2020	4/1-4/15	4/17/2020
5/15/2020	5/15/2020	4/16-4/30	5/4/2020
5/29/2020	5/31/2020	5/1-5/15	5/19/2020
6/12/2020	6/15/2020	5/16-5/31	6/2/2020
6/30/2020	6/30/2020	6/1-6/15	6/17/2020
7/15/2020	7/15/2020	6/16-6/30	7/2/2020
7/31/2020	7/31/2020	7/1-7/15	7/20/2020
8/14/2020	8/15/2020	7/16-7/31	8/4/2020
8/31/2020	8/31/2020	8/1-8/15	8/18/2020
9/15/2020	9/15/2020	8/16-8/31	9/2/2020
9/30/2020	9/30/2020	9/1-9/15	9/17/2020
10/15/2020	10/15/2020	9/16-9/30	10/2/2020
10/30/2020	10/31/2020	10/1-10/15	10/19/2020
11/13/2020	11/15/2020	10/16-10/31	11/3/2020
11/30/2020	11/30/2020	11/1-11/15	11/17/2020
12/15/2020	12/15/2020	11/16-11/30	12/2/2020
TBD	12/31/2020	12/1-12/15	TBD