



District Offices Building

TO: All Custodians, Engineers, Groundsmen, and Warehousemen

FROM: Katie Allen, Lead Payroll Technician

DATE: 2019-2020 School Year

RE: Time Frame for Completing Time Cards

Time cards should be completed through the dates shown on the schedule below.

You will receive a new time card with each check on the 15th and the last business day of each month.

DATES FOR COMPLETION OF TIME CARDS

2019	Days	Date Due	2020	Days	Date Due
Jun 22 - Jul 7	10	July 8	Dec 21 - Jan 6	11	Jan 8
Jul 8 - Jul 22	11	July 24	Jan 7 - Jan 21	11	Jan 24
Jul 23 - Aug 6	11	Aug 8	Jan 22 - Feb 5	11	Feb 7
Aug 7 - Aug 21	11	Aug 23	Feb 6 - Feb 20	11	Feb 21
Aug 22 - Sep 5	11	Sept 6	Feb 21 - Mar 5	10	Mar 6
Sep 6 - Sep 20	11	Sept 23	Mar 6 - Mar 20	11	Mar 24
Sep 21 - Oct 7	11	Oct 8	Mar 21 - Apr 6	11	Apr 8
Oct 8 - Oct 22	11	Oct 24	Apr 7 - Apr 21	11	Apr 23
Oct 23 - Nov 6	11	Nov 8	Apr 22 - May 6	11	May 8
Nov 7 - Nov 20	10	Nov 20	May 7 - May 21	11	May 22
Nov 21 - Dec 5	11	Dec 6	May 22 - Jun 5	11	Jun 8
Dec 6 - Dec 20	11	Dec 23	Jun 6 - Jun 22	11	Jun 22