

NEW HORIZONS REGIONAL EDUCATION CENTERS

PAYROLL CUT OFF

2018-2019 TIMESHEET/LEAVE SLIPS DUE DATES

(Timesheet/Leave slips are entered up to this day)

Payroll Month	PAYDAY	TIMESHEETS/LEAVE SLIPS DUE FIRST FRIDAY OF EVERY MONTH UNLESS NOTED OTHERWISE	PAY PERIOD COVERS TIMESHEETS & LEAVE SLIPS FOR:
			* SUMMER PROGRAMS DUE DATES MAY BE DIFFERENT
JULY	20th	6-Jul	*JUN 4 - JULY 7
AUGUST	18th	3-Aug	* JULY 9 - AUG 3
SEPTEMBER	20th	7-Sep	AUG 6 - SEPT 7
OCTOBER	19th	5-Oct	SEPT 10 - OCT 5
NOVEMBER	20th	2-Nov	OCT 8- NOV 2
DECEMBER	20th	7-Dec	NOV 5 - DEC 7
JANUARY	18th	4-Jan	DEC 10 - JAN 4
FEBRUARY	20th	1-Feb	JAN 7 - FEB 1
MARCH	20th	1-Mar	FEB 4 - MAR 1
APRIL	18th	29-Mar	MAR 4 - MAR 29
MAY	20th	3-May	APR 8 - MAY 3
JUNE	20th	7-Jun	MAY 6 - JUN 28

*PLEASE NOTE THE DUE DATE AND TIME FRAME FOR ESY
AND GOV SCHOOL SUMMER CAMP MAY BE DIFFERENT