

NEW HORIZONS REGIONAL EDUCATION CENTERS

PAYROLL CUT OFF

2017-2018 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	7-Jul	*JUN 5 - JULY 7
AUGUST	18th	4-Aug	* JULY 10 - AUG 4
SEPTEMBER	20th	1-Sep	AUG 7 - SEPT 1
OCTOBER	20th	6-Oct	SEPT 5 - OCT 6
NOVEMBER	20th	3-Nov	OCT 9- NOV 3
DECEMBER	20th	1-Dec	NOV 6 - DEC 1
JANUARY	19th	5-Jan	DEC 4 - JAN 5
FEBRUARY	20th	2-Feb	JAN 8 - FEB 2
MARCH	20th	2-Mar	FEB 5 - MAR 2
APRIL	20th	30-Mar	MAR 5 - MAR 30
MAY	18th	4-May	APR 2 - MAY 4
JUNE	20th	1-Jun	MAY 7 - JUN 29

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