

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	19th	5-Jul	*JUN 4 - JULY 7(PT&AE emp) Leave entry for July 1-5th
AUGUST	20th	2-Aug	* JULY 8 - AUG 2
SEPTEMBER	20th	6-Sep	AUG 5 - SEPT 6
OCTOBER	18th	4-Oct	SEPT 9 - OCT 4
NOVEMBER	20th	1-Nov	OCT 7- NOV 1
DECEMBER	20th	6-Dec	NOV 4 - DEC 6
JANUARY	17th	3-Jan	DEC 9 - JAN 3
FEBRUARY	20th	7-Feb	JAN 6 - FEB 7
MARCH	20th	6-Mar	FEB 10 - MAR 6
APRIL	20th	3-Apr	MAR 9 - APR 3 Leave will need to be entered by April 3rd
MAY	20th	1-May	APR 6 - MAY 1
JUNE	19th	5-Jun	MAY 4 - JUN 30

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