

Payroll Schedule 2019-2020

<u>Month</u>	<u>Due to Dept AA</u>	<u>Due to Payroll</u>	<u>Payday*</u>
July	5th	10th	19th
August	6th	9th	20th
September	6th	10th	20th
October	7th	11th	21st
November	6th	8th	20th
December	6th	10th	20th
January	7th	10th	21st
February	6th	11th	20th
March	6th	10th	20th
April	6th	10th	20th
May	6th	11th	20th
June - 1st check - academic		4th	8th
June 2nd check - academic		5th	10th
June	5th	10th	19th

**If checks are mailed and not received by payday, employees must wait five business days from the pay date before SOESD will re-issue a check.*

**This is the schedule for regular SOESD employees and personal service agreements only -
Substitutes will follow the sub payroll schedule.**

*Please remember - all timesheets must be received by the
program administrative assistant by the cutoff date
to insure paychecks will be ready on time.
Late timesheets will be processed the following month.*