

January 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 New Year's Day HOLIDAY	2	3 ** PAY DAY **
6	7 9:00 am Action Sheets Due in Human Resources Pay Period (12/29/19 to 1/11/20)	8	9	10 Employees Submit Time Sheets & Leave Reports
13 10:00 am Approve Time Sheets & Leave Reports	14	15	16	17 ** PAY DAY **
20 Martin Luther King, Jr. Day HOLIDAY	21 9:00 am Action Sheets Due in Human Resources Pay Period (1/12/20 to 1/25/20)	22	23	24 Employees Submit Time Sheets & Leave Reports
27 10:00 am Approve Time Sheets & Leave Reports	28	29	30	31 ** PAY DAY ** (No Insurance Deductions)

February 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 9:00 am Action Sheets Due in Human Resources Pay Period (1/26/20 to 2/8/20)	5	6	7 Employees Submit Time Sheets & Leave Reports
10 10:00 am Approve Time Sheets & Leave Reports	11	12	13	14 ** PAY DAY **
17	18 9:00 am Action Sheets Due in Human Resources Pay Period (2/9/20 to 2/22/20)	19	20	21 Employees Submit Time Sheets & Leave Reports
24 10:00 am Approve Time Sheets & Leave Reports	25	26	27	28 ** PAY DAY **

March 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 9:00 am Action Sheets Due in Human Resources Pay Period (2/23/20 to 3/7/20)	4	5	6 Employees Submit Time Sheets & Leave Reports
9 10:00 am Approve Time Sheets & Leave Reports	10	11	12	13 ** PAY DAY **
16	17 9:00 am Action Sheets Due in Human Resources Pay Period (3/8/20 to 3/21/20)	18	19	20 Employees Submit Time Sheets & Leave Reports
23 10:00 am Approve Time Sheets & Leave Reports	24	25	26	27 ** PAY DAY **
30	31 9:00 am Action Sheets Due in Human Resources Pay Period (3/22/20 to 4/4/20)			

April 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Employees Submit Time Sheets & Leave Reports
6 10:00 am Approve Time Sheets & Leave Reports	7	8	9	10 ** PAY DAY **
13	14 9:00 am Action Sheets Due in Human Resources Pay Period (4/5/20 to 4/18/20)	15	16	17 Employees Submit Time Sheets & Leave Reports
20 10:00 am Approve Time Sheets & Leave Reports	21	22	23	24 ** PAY DAY **
27	28 9:00 am Action Sheets Due in Human Resources Pay Period (4/19/20 to 5/2/20)	29	30	

May 2020

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Employees Submit Time Sheets & Leave Reports
4 10:00 am Approve Time Sheets & Leave Reports	5	6	7	8 ** PAY DAY **
11	12 9:00 am Action Sheets Due in Human Resources Pay Period (5/3/20 to 5/16/20)	13	14	15 Employees Submit Time Sheets & Leave Reports
18 10:00 am Approve Time Sheets & Leave Reports	19	20	21	22 ** PAY DAY **
25 Memorial Day HOLIDAY	26 9:00 am Action Sheets Due in Human Resources Pay Period (5/17/20 to 5/30/20)	27	28	29 Employees Submit Time Sheets & Leave Reports

June 2020

Monday		Tuesday		Wednesday		Thursday		Friday	
1	10:00 am Approve Time Sheets & Leave Reports	2		3		4		5	** PAY DAY **
8		9	9:00 am Action Sheets Due in Human Resources Pay Period (5/31/20 to 6/13/20)	10		11		12	Employees Submit Time Sheets & Leave Reports
15	10:00 am Approve Time Sheets & Leave Reports	16		17		18		19	** PAY DAY **
22	9:00 am Action Sheets Due in Human Resources Pay Period (6/14/20 to 6/27/20)	23		24		25	Employees Submit Time Sheets & Leave Reports	26	10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)
29		30							

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 ** PAY DAY **	3 Independence Day (Observed) HOLIDAY
6	7 9:00 am Action Sheets Due in Human Resources Pay Period (6/28/20 to 7/11/20)	8	9	10 Employees Submit Time Sheets & Leave Reports
13 10:00 am Approve Time Sheets & Leave Reports	14	15	16	17 ** PAY DAY **
20	21 9:00 am Action Sheets Due in Human Resources Pay Period (7/12/20 to 7/25/20)	22	23	24 Employees Submit Time Sheets & Leave Reports
27 10:00 am Approve Time Sheets & Leave Reports	28	29	30	31 ** PAY DAY ** (No Insurance Deductions)

August 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 9:00 am Action Sheets Due in Human Resources Pay Period (7/26/20 to 8/8/20)	5	6	7 Employees Submit Time Sheets & Leave Reports
10 10:00 am Approve Time Sheets & Leave Reports	11	12	13	14 ** PAY DAY **
17	18 9:00 am Action Sheets Due in Human Resources Pay Period (8/9/20 to 8/22/20)	19	20	21 Employees Submit Time Sheets & Leave Reports
24 10:00 am Approve Time Sheets & Leave Reports	25	26	27	28 ** PAY DAY **
31 9:00 am Action Sheets Due in Human Resources Pay Period (8/23/20 to 9/5/20)				

September 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 Employees Submit Time Sheets & Leave Reports	4 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)
7 Labor Day HOLIDAY	8	9	10	11 ** PAY DAY **
14	15 9:00 am Action Sheets Due in Human Resources Pay Period (9/6/20 to 9/19/20)	16	17	18 Employees Submit Time Sheets & Leave Reports
21 10:00 am Approve Time Sheets & Leave Reports	22	23	24	25 ** PAY DAY **
28	29 9:00 am Action Sheets Due in Human Resources Pay Period (9/20/20 to 10/3/20)	30		

October 2020

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Employees Submit Time Sheets & Leave Reports
5 10:00 am Approve Time Sheets & Leave Reports	6	7	8	9 ** PAY DAY **
12	13 9:00 am Action Sheets Due in Human Resources Pay Period (10/4/20 to 10/17/20)	14	15	16 Employees Submit Time Sheets & Leave Reports
19 10:00 am Approve Time Sheets & Leave Reports	20	21	22	23 ** PAY DAY **
26	27 9:00 am Action Sheets Due in Human Resources Pay Period (10/18/20 to 10/31/20)	28	29	30 Employees Submit Time Sheets & Leave Reports

November 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2 10:00 am Approve Time Sheets & Leave Reports	3	4	5	6 ** PAY DAY **
9	10 9:00 am Action Sheets Due in Human Resources Pay Period (11/1/20 to 11/14/20)	11 Veterans Day HOLIDAY	12	13 Employees Submit Time Sheets & Leave Reports
16 10:00 am Approve Time Sheets & Leave Reports	17	18	19	20 ** PAY DAY **
23	24 9:00 am Action Sheets Due in Human Resources Pay Period (11/15/20 to 11/28/20)	25	26 Thanksgiving Day HOLIDAY	27 Employees Submit Time Sheets & Leave Reports Day After Thanksgiving HOLIDAY
30 10:00 am Approve Time Sheets & Leave Reports	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]

December 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 ** PAY DAY **
7	8 9:00 am Action Sheets Due in Human Resources Pay Period (11/29/20 to 12/12/20)	9	10	11 Employees Submit Time Sheets & Leave Reports
14 10:00 am Approve Time Sheets & Leave Reports	15 9:00 am Action Sheets Due in Human Resources Pay Period (12/13/20 to 12/26/20)	16	17	18 Employees Submit Time Sheets & Leave Reports ** PAY DAY **
21 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)	22	23	24 Winter Break HOLIDAY	25 Christmas Day HOLIDAY
28 Winter Break HOLIDAY	29 Winter Break HOLIDAY	30 Winter Break HOLIDAY	31 Winter Break HOLIDAY ** PAY DAY ** (No Insurance Deductions)	