



BULLETIN

SUBJECT: Payroll Deadlines 2019-20 **2019-20 NO. BS - 2**

TO: Principals, Administrators, Office Managers, and Administrative Support Staff

DATE: August 5, 2019

PREPARED BY: Tanisha Turner, Director II **DEPARTMENT:** Employee Compensation and Benefits

REVIEWED BY: Monica Garland, Personnel Specialist **APPROVED:** 
Amari Watkins, Director II, Accounting

The following are the 2019-2020 dates for paperwork due to Human Resource Services and Payroll Services for payroll deadlines:

Absence Reports (1st – Thru Month End)	Requisitions for Monthly Payroll	Requisitions for Mid-Month Payroll	Timesheets for Mid-Month Payroll
7-05-19	7-10-19	7-19-19	7-25-19
8-07-19	8-09-19	8-16-19	8-23-19
9-09-19	9-10-19	9-20-19	9-25-19
10-07-19	10-10-19	10-18-19	10-25-19
11-07-19	11-08-19	11-15-19	11-22-19
12-06-19	12-10-19	12-13-19	12-20-19
1-10-20	1-10-20	1-17-20	1-24-20
2-07-20	2-07-20	2-21-20	2-25-20
3-06-20	3-10-20	3-20-20	3-25-20
4-07-20	4-13-20	4-17-20	4-24-20
5-07-20	5-08-20	5-15-20	5-22-20
6-05-20	6-10-20	6-12-20	6-25-20

If you have any questions, please contact Tanisha Turner, Director II at (916) 643-7465.