



**2020 Paycheck Schedule and Timesheet/Overtime/DSC Cut Off Dates**

Check Date	Pay Period/ Entry Dates for DSC	Payroll Cut off Date- Timesheets/ DSC	Approval DSC Cut off	Comments
01/03/2020	12/08 - 12/21	<b>12/16</b>	<b>12/17</b>	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross
01/17/2020	12/22 - 01/04	01/06	01/07	
01/31/2020	01/05 - 01/18	01/17	01/21	3rd pay - no benefit deductions
02/14/2020	01/19 - 02/01	01/31	02/04	
02/28/2020	02/02 - 02/15	02/14	02/18	
03/13/2020	02/16 - 02/29	02/28	03/03	
03/27/2020	03/01 - 03/14	03/13	03/17	
04/09/2020	03/15 - 03/28	03/27	03/31	*Thursday pay day
04/24/2020	03/29 - 04/11	04/09	04/14	
05/08/2020	04/12 - 04/25	04/24	04/28	
05/22/2020	04/26 - 05/09	05/08	05/12	
06/05/2020	05/10 - 05/23	05/22	05/26	
06/19/2020	05/24 - 06/06	06/05	06/09	
07/02/2020	06/07 - 06/20	06/19	06/23	*Thursday pay day/ Last pay for 22 pays
07/17/2020	06/21 - 07/04	07/02	07/07	* summer pay -26 pay
07/31/2020	07/05 - 07/18	07/17	07/21	* summer pay -26 pay/ 3rd pay- no benefit deductions
08/14/2020	07/19 - 08/01	07/31	08/04	* summer pay -26 pay
08/28/2020	08/02 - 08/15	08/14	08/18	* summer pay -26 pay
09/11/2020	08/16 - 08/29	08/28	09/01	First pay of new school year for 26 and 22 pays
09/25/2020	08/30 - 09/12	09/11	09/15	
10/09/2020	09/13 - 09/26	09/25	09/29	
10/23/2020	09/27 - 10/10	10/09	10/13	
11/06/2020	10/11 - 10/24	10/23	10/27	
11/20/2020	10/25 - 11/07	11/06	11/09	*Monday cut off/Tuesday is holiday
12/04/2020	11/08 - 11/21	11/20	11/24	*
12/18/2020	11/22 - 12/05	12/04	12/08	
12/31/2020	12/06 - 12/19	12/18	12/20	*Thursday pay day / Last pay of calendar year -YTD for W2s
01/15/2021	12/20 - 01/02	12/31	01/05	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross

**\*Cut off dates for holidays/shortened pay may be subject to change**

**Please note: Overtime, Timesheets and/or Time entered and/or approved in DSC after the payroll cut off date will be paid in the next available pay cycle.**