

# SERVICE REPORT DATES FOR 2019-2020

**★ALL SERVICE REPORTS ARE DUE AT CENTRAL OFFICE BY 10:00 AM★**

Below is a schedule of service report dates, dates due at central office, and pay dates. Pay periods run from Sunday through Saturday, with the exception of the first July pay period and last June pay period.

Extra duty service for all employees must be recorded on the time sheet during the pay period the extra duty occurs.

<b>SERVICE REPORTS DATES</b>	<b>DATES DUE – CO</b>	<b>PAY DATE</b>
<b>JULY 1 – JULY 6</b>	<b>JULY 8</b>	<b>JULY 15</b>
<b>JULY 7 – JULY 20</b>	<b>JULY 22</b>	<b>JULY 30</b>
<b>JULY 21 – AUGUST 3</b>	<b>AUGUST 5</b>	<b>AUGUST 15</b>
<b>AUGUST 4 – AUGUST 17</b>	<b>AUGUST 19</b>	<b>AUGUST 30</b>
<b>AUGUST 18 – AUGUST 31</b>	<b>SEPTEMBER 3</b>	<b>SEPTEMBER 13</b>
<b>SEPTEMBER 1 – SEPTEMBER 14</b>	<b>SEPTEMBER 16</b>	<b>SEPTEMBER 30</b>
<b>SEPTEMBER 15 – OCTOBER 5</b>	<b>OCTOBER 7</b>	<b>OCTOBER 15</b>
<b>OCTOBER 6 – OCTOBER 19</b>	<b>OCTOBER 21</b>	<b>OCTOBER 30</b>
<b>OCTOBER 20 – NOVEMBER 2</b>	<b>NOVEMBER 4</b>	<b>NOVEMBER 15</b>
<b>NOVEMBER 3 – NOVEMBER 16</b>	<b>NOVEMBER 18</b>	<b>NOVEMBER 29</b>
<b>NOVEMBER 17 – NOVEMBER 30</b>	<b>DECEMBER 2</b>	<b>DECEMBER 13</b>
<b>DECEMBER 1 – DECEMBER 14</b>	<b>DECEMBER 16</b>	<b>DECEMBER 30</b>
<b>DECEMBER 15 – JANUARY 4</b>	<b>JANUARY 6</b>	<b>JANUARY 15</b>
<b>JANUARY 5 – JANUARY 18</b>	<b>JANUARY 21</b>	<b>JANUARY 30</b>
<b>JANUARY 19 – FEBRUARY 1</b>	<b>FEBRUARY 3</b>	<b>FEBRUARY 14</b>
<b>FEBRUARY 2 – FEBRUARY 15</b>	<b>FEBRUARY 17</b>	<b>FEBRUARY 28</b>
<b>FEBRUARY 16 – FEBRUARY 29</b>	<b>MARCH 2</b>	<b>MARCH 13</b>
<b>MARCH 1 – MARCH 14</b>	<b>MARCH 16</b>	<b>MARCH 30</b>
<b>MARCH 15 – MARCH 28</b>	<b>MARCH 30</b>	<b>APRIL 15</b>
<b>MARCH 29 – APRIL 18</b>	<b>APRIL 20</b>	<b>APRIL 30</b>
<b>APRIL 19 – MAY 2</b>	<b>MAY 4</b>	<b>MAY 15</b>
<b>MAY 3 – MAY 16</b>	<b>MAY 18</b>	<b>MAY 29</b>
<b>MAY 17 – JUNE 6</b>	<b>JUNE 8</b>	<b>JUNE 15</b>
<b>JUNE 7 – JUNE 30</b> *record time thru last day of the month	<b>JUNE 22</b>	<b>JUNE 30</b>

**\*This includes summer school, summer camps, summer workers, and any extra duty before July 1.**

**SUMMER CHECKS WILL BE PAID ON JUNE 25 (For July 15) June 26 (For July 30) June 29 (For Aug 15)**