



2020 Timekeeping Schedule

Pay #	Start Date	End Date	Week 1		Week 2		Pay Date
			Time Entry 2PM	Time Approval 5PM	Time Entry 2PM	Time Approval 5PM	
1	12/14/2019	12/27/2019	12/19/2019	12/19/2019	12/19/2019	12/19/2019	1/3/2020
2	12/28/2019	1/10/2020	1/3/2020	1/3/2020	1/10/2020	1/10/2020	1/17/2020
3	1/11/2020	1/24/2020	1/17/2020	1/17/2020	1/24/2020	1/24/2020	1/31/2020
4	1/25/2020	2/7/2020	1/31/2020	1/31/2020	2/7/2020	2/7/2020	2/14/2020
5	2/8/2020	2/21/2020	2/14/2020	2/14/2020	2/21/2020	2/21/2020	2/28/2020
6	2/22/2020	3/6/2020	2/28/2020	2/28/2020	3/6/2020	3/6/2020	3/13/2020
7	3/7/2020	3/20/2020	3/13/2020	3/13/2020	3/20/2020	3/20/2020	3/27/2020
8	3/21/2020	4/3/2020	3/27/2020	3/27/2020	4/3/2020	4/3/2020	4/10/2020
9	4/4/2020	4/17/2020	4/10/2020	4/10/2020	4/17/2020	4/17/2020	4/24/2020
10	4/18/2020	5/1/2020	4/24/2020	4/24/2020	5/1/2020	5/1/2020	5/8/2020
11	5/2/2020	5/15/2020	5/8/2020	5/8/2020	5/15/2020	5/15/2020	5/22/2020
12	5/16/2020	5/29/2020	5/22/2020	5/22/2020	5/29/2020	5/29/2020	6/5/2020
13	5/30/2020	6/12/2020	6/5/2020	6/5/2020	6/12/2020	6/12/2020	6/19/2020
14	6/13/2020	6/26/2020	6/19/2020	6/19/2020	6/26/2020	6/26/2020	7/3/2020
15	6/27/2020	7/10/2020	7/2/2020	7/2/2020	7/10/2020	7/10/2020	7/17/2020
16	7/11/2020	7/24/2020	7/17/2020	7/17/2020	7/24/2020	7/24/2020	7/31/2020
17	7/25/2020	8/7/2020	7/31/2020	7/31/2020	8/7/2020	8/7/2020	8/14/2020
18	8/8/2020	8/21/2020	8/14/2020	8/14/2020	8/21/2020	8/21/2020	8/28/2020
19	8/22/2020	9/4/2020	8/28/2020	8/28/2020	9/3/2020	9/3/2020	9/11/2020
20	9/5/2020	9/18/2020	9/11/2020	9/11/2020	9/18/2020	9/18/2020	9/25/2020
21	9/19/2020	10/2/2020	9/25/2020	9/25/2020	10/2/2020	10/2/2020	10/9/2020
22	10/3/2020	10/16/2020	10/9/2020	10/9/2020	10/16/2020	10/16/2020	10/23/2020
23	10/17/2020	10/30/2020	10/23/2020	10/23/2020	10/30/2020	10/30/2020	11/6/2020
24	10/31/2020	11/13/2020	11/6/2020	11/6/2020	11/13/2020	11/13/2020	11/20/2020
25	11/14/2020	11/27/2020	11/20/2020	11/20/2020	11/25/2020	11/25/2020	12/4/2020
26	11/28/2020	12/11/2020	12/4/2020	12/4/2020	12/11/2020	12/11/2020	12/18/2020
27	12/12/2020	12/25/2020	12/18/2020	12/18/2020	12/18/2019	12/18/2019	12/31/2020

Please note: Time should be entered every day and submitted weekly by 2PM on Fridays. Time must be approved by supervisors by 5PM. Dates are subject to change due to holidays and emergency closings.

Last updated: 4/24/19.