

HUDSON CITY SCHOOL DISTRICT

HUDSON, NEW YORK

Date July 1, 2020

MEMO TO: All School Personnel Paid On Time Sheets

FROM: District Payroll Office

RE: Schedule of Due Dates For Time Sheets – 2020-2021

The schedule below has been established for the school year July 1, 2020 through June 30, 2021 for those who are paid on an hourly or daily basis.

Submission of time sheets according to this schedule will insure prompt payment.

<u>Pay Period (Inclusive)</u>	<u>Date Time Sheet Due In Payroll Office</u>		<u>Pay Date</u>	
<u>2020</u>				
June 07 – June 20	June	22	June	25
June 21 – June 27	June	29	July	09
June 28 – July 11	July	13	July	23
July 12 – July 25	July	27	August	06
July 26 – August 08	August	10	August	20
August 09 – August 22	August	24	September	03
August 23 – September 05	September	07	September	17
September 06 – September 19	September	21	October	01
September 20 – October 03	October	05	October	15
October 04 – October 17	October	19	October	29
October 18 – October 31	November	02	November	12
November 01 – November 14	November	16	November	26
November 15 – November 28	November	30	December	10
November 29 – December 05	December	07	December	24
<u>2020-2021</u>				
December 06 – December 19	December	21	January	07
December 20 – January 02	January	04	January	21
January 03 – January 16	January	18	February	04
January 17 – January 30	February	01	February	18
January 31 – February 13	February	15	March	04
February 14 – February 27	March	01	March	18
February 28 – March 13	March	15	April	01
March 14 – March 27	March	29	April	15
March 28 – April 10	April	12	April	29
April 11 – April 24	April	26	May	13
April 25 – May 08	May	10	May	27
May 09 – May 22	May	24	June	10
May 23 – June 05	June	07	June	24
June 06 – June 19	June	21	June	30
June 20 – June 30	June	25	June	30