

# Biweekly Payroll

## FY 2019-2020

**Note:** These deadlines are for forms due to the accounting department. If you are completing forms that require the personnel director's signature, please allow sufficient time for the personnel department to process these forms and forward to accounting.

Two week pay period covered Sunday-Saturday	Changes & time sheets due to accounting office	To be effective on pay day	Deduct insurance for month of	Days since last pay day
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22. June 2-15	..... Monday, June 17	..... Friday, June 28	.....	..... 14
23. June 16-29	..... Monday, July 1	..... Friday, July 12	..... July	..... 14
24. Jun 30-July 13	..... Monday, July 15	..... Friday, July 26	.....	..... 14
25. July 14-27	..... Monday, July 29	..... Friday, Aug.9	..... August	..... 14
26. July 28-Aug. 10	..... Monday, Aug.12	..... Friday, Aug.23	.....	..... 14

**First check of new year for nine month employees**

1. Aug. 11-24	..... Monday, Aug.26	..... Friday, Sept.6	..... September	..... 14
2. Aug. 25-Sept. 7	..... Monday, Sept.9	..... Friday, Sept.20	.....	..... 14
3. Sept. 8-21	..... Monday, Sept.23	..... Friday, Oct.4	..... October	..... 14
4. Sept. 22-Oct. 5	..... Monday, Oct.7	..... Friday, Oct.18	.....	..... 14
5. Oct. 6-19	..... Monday, Oct.21	..... Friday, Nov.1	..... November	..... 14
6. Oct. 20-Nov. 2	..... Monday, Nov.4	..... Friday, Nov.15	.....	..... 14
7. Nov. 3-16	..... Monday, Nov.18	..... Friday, Nov.29	..... December	..... 14
8. Nov. 17-30	..... Monday, Dec.2	..... Friday, Dec.13	.....	..... 14
9. Dec. 1-14	..... Monday, Dec.16	..... Tuesday, Dec 31	..... January	..... 18
10. Dec. 15-28	..... Monday, Dec.30	..... Friday, Jan.10	.....	..... 9
11. Dec.29-Jan 11	..... Monday, Jan.13	..... Friday, Jan.24	.....	..... 14
12. Jan. 12-25	..... Monday, Jan. 27	..... Friday, Feb.7	..... February	..... 14
13. Jan.26-Feb. 8	..... Monday, Feb.10	..... Friday, Feb.21	.....	..... 14
14. Feb. 9-22	..... Monday, Feb. 24	..... Friday, Mar.6	..... March	..... 14
15. Feb. 23-March 7	..... Monday, March 9	..... Friday, Mar.20	.....	..... 14
16. March 8-21	..... Monday, March 23	..... Friday, April 3	..... April	..... 14
17. Mar. 22-April 4	..... Monday, April 6	..... Friday, April 17	.....	..... 14
18. April 5-18	..... Monday, April 20	..... Friday, May 1	.....	..... 14
19. Apr. 19-May 2	..... Monday, May 4	..... Friday, May 15	..... May	..... 14
20. May 3-16	..... Monday, May 18	..... Friday, May 29	.....	..... 14
21. May 17-30	..... Monday, June 1	..... Friday, June 12	..... June	..... 14
22. May 31-June 13	..... Monday, June 15	..... Friday, June 26	.....	..... 14
23. June 14-27	..... Monday, June 29	..... Friday, July 10	..... July	..... 14
24. Jun 28-July 11	..... Monday, July 13	..... Friday, July 24	.....	..... 14
25. July 12-25	..... Monday, July 27	..... Friday, Aug.7	..... August	..... 14
26. July 26-Aug. 8	..... Monday, Aug.10	..... Friday, Aug.21	.....	..... 14

**All checks to be mailed will be taken to the Lancaster Post Office by 12 noon two workdays before payday.**