

SAN DIEGO UNIFIED SCHOOL DISTRICT PAYROLL SCHEDULE 2020

The district is considered a monthly remitter by the Internal Revenue Service. As such, employees should report earnings during the period in which they are earned and not withhold hourly earnings/time cards to be remitted at a later date. Please be sure to turn in time cards in a timely manner to your timekeeper. Timekeepers should make sure time is being entered daily whenever possible. Please don't wait until the deadline date to enter positive hours. Thank you for your support with timely and accurate reporting of employee positive hours, absences and leave.

| PAY DAY | ON/OFF CYCLE | EARNINGS BEING PAID |
|---------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| JANUARY 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JANUARY 2, 2020 AT 5 P.M. |
| JANUARY 31, 2020 | ON | MONTHLY SALARIED EARNINGS JANUARY 1-31, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JANUARY 16, 2020 AT 5 P.M. |
| FEBRUARY 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE FEBRUARY 3, 2020 AT 5 P.M. |
| FEBRUARY 28, 2020 | ON | MONTHLY SALARIED EARNINGS FEBRUARY 1-28, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE FEBRUARY 18, 2020 AT 5 P.M. |
| MARCH 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MARCH 2, 2020 AT 5 P.M. |
| MARCH 31, 2020 | ON | MONTHLY SALARIED EARNINGS MARCH 1-31, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MARCH 16, 2020 AT 5 P.M. |
| APRIL 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE APRIL 1, 2020 AT 5 P.M. |
| APRIL 30, 2020 | ON | MONTHLY SALARIED EARNINGS APRIL 1-30, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE APRIL 16, 2020 AT 5 P.M. |
| MAY 8, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MAY 1, 2020 AT 5 P.M. |
| MAY 29, 2020 | ON | MONTHLY SALARIED EARNINGS MAY 1-31, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MAY 18, 2020 AT 5 P.M. |
| JUNE 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JUNE 1, 2020 AT 5 P.M. |
| JUNE 30, 2020 | ON | MONTHLY SALARIED EARNINGS JUNE 1-30, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JUNE 16, 2020 AT 5 P.M. |
| JULY 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JULY 1, 2020 AT 5 P.M. |
| JULY 31, 2020 | ON | MONTHLY SALARIED EARNINGS JULY 1-31, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY THE TIMEKEEPER DEADLINE JULY 16, 2020 AT 5 P.M. |
| AUGUST 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE AUGUST 3, 2020 AT 5 P.M. |
| AUGUST 31, 2020 | ON | MONTHLY SALARIED EARNINGS AUGUST 1-31, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE AUGUST 17, 2020 AT 5 P.M. |
| SEPTEMBER 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE SEPTEMBER 1, 2020 AT 5 P.M. |
| SEPTEMBER 30, 2020 | ON | MONTHLY SALARIED EARNINGS SEPTEMBER 1-30, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE SEPTEMBER 16, 2020 AT 5 P.M. |

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|--------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------|
| OCTOBER 9, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE OCTOBER 1, 2020 AT 5 P.M. |
| OCTOBER 30, 2020 | ON | MONTHLY SALARIED EARNINGS OCTOBER 1-31, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE OCTOBER 16, 2020 AT 5 P.M. |
| NOVEMBER 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE NOVEMBER 2, 2020 AT 5 P.M. |
| NOVEMBER 30, 2020 | ON | MONTHLY SALARIED EARNINGS NOVEMBER 1-30, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE NOVEMBER 16, 2020 AT 5 P.M. |
| DECEMBER 10, 2020 | OFF | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE DECEMBER 1, 2020 AT 5 P.M. |
| DECEMBER 30, 2020 | ON | MONTHLY SALARIED EARNINGS DECEMBER 1-31, 2020 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE DECEMBER 16, 2020 AT 5 P.M. |