ATLANTIC COMMUNITY SCHOOL DISTRICT

2019-20 SCHEDULE OF PAY PERIODS AND PAY DATES

All time cards for hours worked must be turned in to your supervisor immediately following the end of the pay period. For most employees, this will be on Fridays.

**Time cards are due in the Central Office by 4:00 p.m. on the due date specified.**

**Late time cards will not be paid until the following pay period.**

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| **WORK PERIOD** | **TIME CARDS DUE IN CENTRAL OFFICE** | **PAY DAY** |
| July 14- July 27, 2019 | July 30, 2019 | August 9, 2019 |
| July 28 - August 10, 2019 | August 13 , 2019 | August 23, 2019 |
| August 11 – August 24, 2019 | August 27, 2019 | September 6, 2019 |
| August 25 – September 7, 2019 | September 10, 2019 | September 2, 2019 |
| September 8 – September 21, 2019 | September 24, 2019 | October 4, 2019 |
| September 22 – October 5, 2019 | October 8, 2019 | October 18, 2019 |
| October 6 – October 19, 2019 | October 22, 2019 | November 1, 2019 |
| October 20 – November 2, 2019 | November 5, 2019 | November 15, 2019 |
| November 3 – November 16, 2019 | November 19, 2019 | November 27, 2019 |
| November 17– November 30, 2019 | December 3, 2019 | December 13, 2019 |
| December 1 – December 14, 2019 | December 17, 2019 | December 27, 2019  |
| December 15 – December 28 2019 | December 20, 2019\* | January 10, 2020 |
| December 29 –January 11, 2020  | January 14, 2020 | January 24 2020 |
| January 12 – January 25, 2020 | January 28, 2020 | February 7, 2020 |
| January 26 – February 8, 2020 | February 11, 2020 | February 21, 2020 |
| February 9 – February 22, 2020 | February 25, 2020 | March 6, 2020 |
| February 23 – March 7, 2020 | March 10, 2020 | March 20, 2020 |
| March 8 – March 21, 2020 | March 24, 2020 | April 3, 2020  |
| March 22 – April 4, 2020 | April 7, 2020 | April 17, 2020 |
| April 5 – April 18, 2020 | April 21, 2020 | May 1, 2020 |
| April 19 – May 2, 2020 | May 5, 2020 | May 15, 2020 |
| May 3 – May 16, 2020 | May 19, 2020 | May 29, 2020 |
| May 17 – May 30, 2020 | June 2, 2020 | June 12, 2020 |
| May 31 - June 13, 2020 | June 16, 2020 | June 26 , 2020 |
| June 14 – June 27, 2020 | July 30, 2020 | July 10, 2020 |
| June 28- July 11, 2020 | July 14, 2020 | July 24, 2020 |
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\***Holiday time, so please be sure to send the time cards over to Central Office before leaving for Christmas break. Central Office will be closed from December 24-January 1.**