



DIVISION OF FINANCE MEMO

To: All Principals and Directors
From: Ms. Flor Ayala, CPA, Assistant Superintendent for Finance & Business Services *fa*
Thru: Dr. Sylvia G. Rios, Superintendent of Schools
RE: 2019-2020 Payroll Dates and Deadlines
Date: May 29, 2019

Listed below are the scheduled 2019-2020 pay dates and the deadlines for submitting extra duty pay, tutors, crossing guards, and/or adjustments for corresponding pay dates. All documentation received in the Division of Finance by 5:00 P.M. on the Payroll Information Deadlines shown below will be included in the corresponding pay date month. Failure to meet these important deadlines will result in disciplinary action.

Pay Date	Payroll Information Deadlines	Payroll Cutoff
July 18, 2019	July 8, 2019	Saturday, June 29, 2019
August 20, 2019	August 1, 2019	Saturday, July 20, 2019
September 19, 2019	September 3, 2019	Saturday, August 24, 2019
October 17, 2019	October 1, 2019	Saturday, September 21, 2019
November 20, 2019	November 1, 2019	Saturday, October 26, 2019
December 16, 2019	December 2, 2019	Saturday, November 16, 2019
January 21, 2020	January 8, 2020	Saturday, December 14, 2019
February 20, 2020	February 4, 2020	Saturday, January 25, 2020
March 23, 2020	February 27, 2020	Saturday, February 22, 2020
April 20, 2020	April 1, 2020	Saturday, March 14, 2020
May 20, 2020	May 1, 2020	Saturday, April 25, 2020
June 18, 2020	June 1, 2020	Saturday, May 23, 2020

If you have any questions or need additional assistance, please call the Payroll Department at 273-1052.