

**CLARENDON COUNTY SCHOOL DISTRICT TWO**  
**2019-2020**  
**SCHEDULED PAY DATES FOR ALL EMPLOYEES**

<b>PAYROLL DATE</b>	<b>Timesheet Due Date</b>	<b>Dates Included in Payroll (Date range that is included on Payroll for Timesheets &amp; Absences ONLY)</b>	<b># OF DAYS IN PAY PERIOD FOR TIMESHEETS</b>	
7/15/2019	N/A	12 MONTH EMPLOYEES ONLY	NO TIMESHEETS	
7/30/2019	N/A	12 MONTH EMPLOYEES ONLY	NO TIMESHEETS	
8/2/2019	<b>25-Jul</b>	SUMMER PAY / ADDT'L PAY	<b>TIMESHEETS JULY 1-31 (DUE 7/26 by 12:00 noon)</b>	
8/15/2019	N/A	SALARY ONLY (NO TIMESHEETS)	NO TIMESHEETS	
8/30/2019	16-Aug	AUG 1 - AUG 16	12 DAYS	
9/13/2019	30-Aug	AUG 19 - AUG 30	10 DAYS	
9/30/2019	13-Sep	SEPT 3 - SEPT 13	9 DAYS	
10/15/2019	27-Sep	SEPT 16 - 27	10 DAYS	
10/30/2019	11-Oct	SEP 30 - OCT 11	10 DAYS	
11/15/2019	25-Oct	OCT 15 - 25	9 DAYS	
11/22/2019	*	8-Nov	OCT 28 - NOV 8	10 DAYS
12/13/2019	22-Nov	NOV 11 - NOV 22	10 DAYS	
12/19/2019	*	6-Dec	DEC 2 - 6	5 DAYS
1/15/2020	19-Dec	DEC 9 - DEC 19	9 DAYS	
1/30/2020	17-Jan	JAN 6 - 17	10 DAYS	
2/14/2020	31-Jan	JAN 21 - JAN 31	9 DAYS	
2/28/2020	14-Feb	FEB 3 - FEB 14	10 DAYS	
3/13/2020	28-Feb	FEB 18 - FEB 28	9 DAYS	
3/30/2020	13-Mar	MAR 2 - MAR 13	10 DAYS	
4/10/2020	27-Mar	MAR 17 - 27	9 DAYS	
4/30/2020	10-Apr	MAR 30 - APR 10	10 DAYS	
5/15/2020	1-May	APRIL 20 - MAY 1	10 DAYS	
5/29/2020	15-May	MAY 4 - MAY 15	10 DAYS	
6/15/2020	5-Jun	MAY 18 - JUN 5	14 DAYS	
6/17/2020	*	N/A	JUNE 30TH PAYROLL - ALL EMPLOYEES	NO TIMESHEETS
6/18/2020	*	N/A	JULY 15TH PAYROLL - ALL EXCEPT 12 MTH	NO TIMESHEETS
6/22/2020	*	N/A	JULY 30TH PAYROLL - ALL EXCEPT 12 MTH	NO TIMESHEETS
6/25/2020	*	<b>22-Jun</b>	SUMMER SCHOOL / ADDT'L PAY	<b>FINAL TIMESHEETS FOR SY 19-20 JUNE 8-30 (DUE 6/22 by 12:00 noon)</b>

**ALL OUTSTANDING TIMESHEETS FOR THE SCHOOL YEAR MUST BE TURNED IN BY JUNE 22nd TO BE PAID**

1ST DAY OF SCHOOL - AUGUST 19, 2019

LAST DAY OF SCHOOL - JUNE 4, 2020

\* SPECIAL PAY DATE \* - DUE TO HOLIDAYS OR YEAR END SCHEDULE  
DAYS MAY CHANGE DUE TO INCLEMENT WEATHER

Employees **MUST** submit timesheets to  
Supervisors on the **DUE DATE**  
Supervisors must approve all timesheets and submit to the  
Payroll Department no later than 4:00 PM the Monday  
following the due date.

UPDATED 6/26/19

NOTE: This pay schedule and Salary Scales are also available on the District Website under Finance