

St. Helena Unified School District  
Finance Department  
465 Main Street  
St. Helena, CA 94574  
(707) 967-2702

**2019-2020 TIME SHEET SCHEDULE**

<b>DAYS WORKED</b>	<b>TIME SHEETS DUE</b>	<b>PAYDAY</b>
JULY 1 - JULY 10	BY 8:00 A.M. JULY 11	July 31, 2019
JUL 11 - AUGUST 10	BY 8:00 A.M. AUGUST 12	August 30, 2019
AUG 11 -SEPT 10	BY 8:00 A.M. SEPTEMBER 11	September 30, 2019
SEPT 11 - OCT 10	BY 8:00 A.M. OCTOBER 11	October 31, 2019
OCT 11 - NOV 10	BY 8:00 A.M. NOVEMBER 12	November 29, 2019
NOV 11 - DEC 10	BY 8:00 A.M. DECEMBER 11	December 30, 2019
DEC 11 - JAN 10	BY 8:00 A.M. JANUARY 10	January 31, 2020
JAN 11 - FEB 10	BY 8:00 A.M. FEBRUARY 11	February 28, 2020
FEB 11 - MAR 10	BY 8:00 A.M. MARCH 11	March 31, 2020
MAR 11 - APR 10	BY 8:00 A.M. APRIL 10	April 30, 2020
APR 11 - MAY 10	BY 8:00 A.M. MAY 13	May 29, 2020
MAY 11 - JUNE 10	BY 8:00 A.M. JUNE 11	June 30, 2020
JUNE 11 - JULY 10	BY 8:00 A.M. JULY 11	July 31, 2020

ALL timesheets are due in the payroll department at the St. Helena Unified School District, 465 Main Street St. Helena CA 94574, by 8:00 a.m. on the date indicated.