



**W. L. "TREY" FOLSE, III**  
Superintendent

321 N. Theard St.  
Covington, LA 70433  
985.892.2276 • Fax 985.898.3267

**DATE:** August 21, 2019  
**TO:** Principals/Supervisors/Time & Attendance Staff  
**FROM:** Shannon Jenkins, CPA  
Director of Payroll Services  
**RE:** September, 2019-June, 2020 Payroll Deadlines

The dates below detail deadlines related to time and attendance and payroll for the months of September, 2019- June, 2020. Unless notified otherwise, please adhere to these dates and times to ensure accurate and timely payment to our employees.

<b>Thursday, September 5, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 9/13/19 pay date due in Payroll office
<b>Friday, September 13, 2019</b>	PAYDAY
<b>Monday, September 23, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 9/30/19 pay date due in Payroll office
<b>Monday, September 30, 2019</b>	PAYDAY
<b>Thursday, October 3, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 10/15/19 pay date due in Payroll office
<b>Tuesday, October 15, 2019</b>	PAYDAY
<b>Thursday October 24, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 10/31/19 pay date due in Payroll office
<b>Thursday, October 31, 2019</b>	PAYDAY
<b>Thursday, November 7, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 11/15/19 pay date due in Payroll office
<b>Friday, November 15, 2019</b>	PAYDAY
<b>Thursday, November 21, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 11/29/19 pay date due in Payroll office
<b>Friday, November 29, 2019</b>	PAYDAY
<b>Thursday, December 5, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 12/13/19 pay date due in Payroll office
<b>Friday, December 13, 2019</b>	PAYDAY



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<b>Tuesday, December 17, 2019-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 12/31/19 pay date due in Payroll office
<b>Tuesday, December 31, 2019</b>	PAYDAY
<b>Tuesday, January 7, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 1/15/20 pay date due in Payroll office
<b>Wednesday, January 15, 2020</b>	PAYDAY
<b>Friday, January 24, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 1/31/20 pay date due in Payroll office
<b>Friday, January 31, 2020</b>	PAYDAY
<b>Thursday, February 6, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 2/14/20 pay date due in Payroll office
<b>Friday, February 14, 2020</b>	PAYDAY
<b>Wednesday, February 19, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 2/28/20 pay date due in Payroll office
<b>Friday, February 28, 2020</b>	PAYDAY
<b>Thursday, March 5, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 3/13/20 pay date due in Payroll office
<b>Friday, March 13, 2020</b>	PAYDAY
<b>Tuesday, March 24, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 3/31/20 pay date due in Payroll office
<b>Tuesday, March 31, 2020</b>	PAYDAY
<b>Friday, April 3, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 4/15/20 pay date due in Payroll office
<b>Wednesday, April 15, 2020</b>	PAYDAY



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<b>Thursday, April 23, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 4/30/20 pay date due in Payroll office
<b>Thursday, April 30, 2020</b>	PAYDAY
<b>Thursday, May 7, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 5/15/20 pay date due in Payroll office
<b>Friday, May 15, 2020</b>	PAYDAY
<b>Thursday, May 21, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 5/29/20 pay date due in Payroll office
<b>Friday, May 29, 2020</b>	PAYDAY
<b>Friday, June 5, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 6/15/20 pay date due in Payroll office
<b>Monday, June 15, 2020</b>	PAYDAY
<b>Tuesday, June 23, 2020-4:30pm</b>	Time & Attendance due in MUNIS Timesheets applicable to 6/30/20 pay date due in Payroll office
<b>Tuesday, June 30, 2020</b>	PAYDAY