

Special Adjunct Faculty Timesheets Schedule: FY 19-20

MONTH	TERM	DAYS WORKED	TIMESHEETS DUE: <i>(Change Forms/Timesheets Due to Section Manager/ Payroll Office)</i>	PAY DATE
August – 2019	201905	8/1-8/11	8/16/19 F	8/30/19 F
September - 2019	201908	8/12 - 9/15	09/16/19 M	09/30/19 M
October - 2019	201908	9/16 - 10/15	10/17/19 TH	10/31/19 TH
November - 2019	201908	10/16 - 11/15	11/15/19 F	11/27/19 W
December - 2019	201908	11/16 - 12/15	12/04/19 W	12/16/19 M
January - 2020	201908, OR 202003	12/16 - 1/15	01/17/20 F	01/31/20 F
February - 2020	202003	1/16 - 2/14	02/14/20 F	02/28/20 TH
March - 2020	202003	2/16 - 3/15	03/16/20 M	03/30/20 M
April - 2020	202003	3/16 - 4/15	04/17/20 F	04/30/20 TH
May - 2020	202003	4/16 - 5/15	05/15/20 F	05/29/20 F
June - 2020	202003, OR 202005	5/16 - 5/22 5/26-6/30***	06/17/20 W	06/30/20 T

Holidays:

Fall:

09/02/2019 (M) - Labor Day
 11/11/2019 (M) - Veteran's Day
 11/28-29/19 (TH-F) - Thanksgiving
 12/24/19-1/1/2020 (T-W) - Winter Holidays

Spring:

01/20/2020 (M) - Martin Luther King Jr.'s Day
 02/14/2020 (F) - Lincoln's Day
 02/17/2020 (M) - President's Day
 03/31/2020 (T) – Cesar Chavez Day
 05/25/2020 (M) - Memorial Day

*****Note: June summer hours (from May 26th through June 30th) for faculty being charged to FY1920, timesheets must be submitted to payroll office no later than June 17th and marked for this fiscal year. This is the ONLY month that you can project hours for faculty due to year-end closing.**