



TIME SHEET SUBMISSION DATES 18-19

| MONTH | CERTIFICATED | CERTIFICATED SUBS | CLASSIFIED SUBS | CLASSIFIED |
|----------------------|---------------------|------------------------------|----------------------------|-------------------|
| JULY. 18 | N/A | N/A | N/A | 7/1 |
| AUG. 18 | 8/31 | 8/31 | 8/31 | 8/31 |
| SEPT. 18 | 9/28 | 9/28 | 9/28 | 9/28 |
| OCT. 18 | 10/31 | 10/31 | 10/31 | 10/31 |
| NOV. 18 | 11/30 | 11/30 | 11/30 | 11/30 |
| DEC. 18 | 12/21 | 12/21 | 12/21 | 12/21 |
| JAN. 19 | 1/31 | 1/31 | 1/31 | 1/31 |
| FEB. 19 | 2/28 | 2/28 | 2/28 | 2/28 |
| MAR. 19 | 3/29 | 3/29 | 3/29 | 3/29 |
| APR. 19 | 4/30 | 4/30 | 4/30 | 4/30 |
| MAY. 19 | 5/31 | 5/31 | 5/31 | 5/31 |
| 10 M JUNE. 19 | 6/10 | 6/10 | 6/10 | 6/10 |
| 12 M JUNE. 19 | N/A | N/A | N/A | 6/28 |

* ALL TIME SHEETS ARE TO BE SUBMITTED BY EITHER THE PRINCIPAL/MANAGER OR SECRETARY ON THE DATE THAT THEY ARE DUE.

TIME SHEETS MUST BE HAND DELIVERED. TIME SHEETS THAT ARE PUT IN THE PONY MAIL WILL NOT BE PROCESSED UNTIL THE NEXT PAY PERIOD.