

City of Flagstaff Payroll/Human Resources Calendar for Fiscal Year 2019-2020

July 2019

S	M	T	W	T	F	S
			3	4	5	6
7	8	9	10	11	12	13
14			17	18	19	20
21	22	23	24	25	26	27
28			31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11			14	15	16	17
18	19	20	21	22	23	24
25			28	29	30*	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8			11	12	13	14
15	16	17	18	19	20	21
22			25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6			9	10	11	12
13	14	15	16	17	18	19
20			23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3			6	7 ^x	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 ^P	28	29	30

December 2019

S	M	T	W	T	F	S
1			4	5	6	7
8	9	10	11	12	13	14
15			18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12			15	16	17	18
19	20	21	22	23	24	25
26			29	30	31*	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9			12	13	14	15
16	17	18	19	20	21	22
23			26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8			11	12	13	14
15	16	17	18	19	20	21
22			25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5			8	9	10	11
12	13	14	15	16	17	18
19			22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3			6	7	8	9
10	11	12	13	14	15	16
17			20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

S	M	T	W	T	F	S
			3	4	5	6
7	8	9	10	11	12	13
14			17	18	19	20
21	22	23	24	25 ^P	26	27
28	29	30				

- = PAFs due & pay date
- ^x = PAFs Due Early
- = Timesheets due
- ^P = Timesheets Due Early
- = Holiday
- = Holiday (observed)
- * = Paycheck without Deductions
- = New Employee Orientation

Holidays

- July 4th ----- Independence Day
- September 2nd ----- Labor Day
- November 11th ----- Veterans Day
- November 28th & 29th ----- Thanksgiving
- December 25th ----- Christmas Day
- January 1st ----- New Year's Day
- January 20th ----- Martin Luther King Jr. Day
- February 17th ----- Presidents Day
- May 25th ----- Memorial Day

A tenure-eligible (part-time and full-time) and exempt employee's hire date should be the date of orientation. A temporary employee's new hire date should be the first week of a pay period after they complete their paperwork.

<u>FIRE FLSA</u>	<u>PAY PERIOD</u>	<u>PAFs DUE</u>	<u>TIMESHEETS DUE</u>	<u>PAY DATE</u>
July 7	June 30—July 13	July 5	July 12	July 19
July 19	July 14—July 27	July 19	July 26	August 2
July 31	July 28—August 10	August 2	August 9	August 16
August 12;24	August 11— August 24	August 16	August 23	August 30*
September 5	August 25—September 7	August 30	September 6	September 13
September 17	September 8—September 21	September 13	September 20	September 27
September 29	September 22—October 5	September 27	October 4	October 11
October 11	October 6—October 19	October 11	October 18	October 25
October 23	October 20—November 2	October 25	November 1	November 8
November 4;16	November 3—November 16	November 8	November 15	November 22
November 28	November 17—November 30	November 22	November 27 [Ⓢ]	December 6
December 10	December 1—December 14	December 6	December 13	December 20
December 22	December 15—December 28	December 20	December 27	January 3
January 3	December 29—January 11	January 3	January 10	January 17
January 15	January 12—January 25	January 17	January 24	January 31*
Jan 27; Feb 8	January 26—February 8	January 31	February 7	February 14
February 20	February 9—February 22	February 14	February 21	February 28
March 3	February 23—March 7	February 28	March 6	March 13
March 15	March 8—March 21	March 13	March 20	March 27
March 27	March 22—April 4	March 27	April 3	April 10
April 8	April 5—April 18	April 10	April 17	April 24
Apr 20; May 2	April 19—May 2	April 24	May 1	May 8
May 14	May 3—May 16	May 8	May 15	May 22
May 26	May 17—May 30	May 22	May 29	June 5
June 7	May 31—June 13	June 5	June 12	June 19
June 19	June 14—June 27	June 19	June 25 [Ⓢ]	July 2

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ⓧ = PAFs Due Early

Ⓢ = Timesheets Due Early

* = Paycheck without Deductions