

2020 Participant Payroll Schedule

Payroll Period	Payroll Dates	Time Sheet Due	Payday
1	January 1 – January 10	January 10	January 17
2	January 11 – January 24	January 24	January 31
3	January 25– February 7	February 7	February 14
4	February 8 – February 21	February 21	February 28
5	February 22 – March 6	March 6	March 13
6	March 7 – March 20	March 20	March 27
7	March 21 – April 3	April 3	April 10
8	April 4 – April 17	April 17	April 24
9	April 18 – May 1	May 1	May 8
10	May 2 – May 15	May 15	May 22
11	May 16 – May 29	May 29	June 5
12	May 30 – June 12	June 12	June 19
13	June 13 – June 19	June 19	June 26
13.5	June 20 – June 30	June 25	June 30
14	July 1 – July 10	July 10	July 17
15	July 11 – July 24	July 24	July 31
16	July 25 – August 7	August 7	August 14
17	August 8 - August 21	August 21	August 28
18	August 22 – September 4	September 4	September 11
19	September 5 – September 18	September 18	September 25
20	September 19 – October 2	October 2	October 9
21	October 3 – October 16	October 16	October 23
22	October 17 – October 30	October 30	November 6
23	October 31 – November 13	November 13	November 20
24	November 14 – November 27	November 27	December 4
25	November 28 – December 11	December 11	December 18
26	December 12 – December 31	January 1, 2021	January 8, 2021

- Timesheets must have a completed **Supervisor Evaluation** and be **signed by participant and supervisor** for processing.
- Email your completed timesheet to: Payroll@cinow.org and your Career Mentor/Job Coach on the last day of the pay period by 5 p.m.
- Hours that are not submitted by the Timesheet Due Date will need to have Administrative approval for payment, therefore payment will be delayed.
- Time claimed 30 days past the time it is due will not be eligible for payment.