

Channel Islands Social Services 2020 Pay Period Schedule

Fax all timecards to (805) 299-0699

Timecards can be scanned (**no photos**) and e-mailed to Payroll@IslandSocialServices.org

Timecards must be received in the office **by 12:00 Noon on Monday due date.**

Pay Period	Pay Period Start Date (Sunday)	Pay Period End Date (Saturday)	TIMECARD DUE DATES (Monday by 12:00 pm)	\$ PAY DAY \$ (Friday) Pickup 9:30 - 4:00
1 Week 1 Week 2	12/15/2019 12/22/2019	12/21/2019 12/28/2019	12/30/2019	1/3/2020
2 Week 1 Week 2	12/29/2019 1/5/2020	1/4/2020 1/11/2020	1/13/2020	1/17/2020
3 Week 1 Week 2	1/12/2020 1/19/2020	1/18/2020 1/25/2020	1/27/2020	1/31/2020
4 Week 1 Week 2	1/26/2020 2/2/2020	2/1/2020 2/8/2020	2/10/2020	2/14/2020
5 Week 1 Week 2	2/9/2020 2/16/2020	2/15/2020 2/22/2020	2/24/2020	2/28/2020
6 Week 1 Week 2	2/23/2020 3/1/2020	2/29/2020 3/7/2020	3/9/2020	3/13/2020
7 Week 1 Week 2	3/8/2020 3/15/2020	3/14/2020 3/21/2020	3/23/2020	3/27/2020
8 Week 1 Week 2	3/22/2020 3/29/2020	3/28/2020 4/4/2020	4/6/2020	4/10/2020
9 Week 1 Week 2	4/5/2020 4/12/2020	4/11/2020 4/18/2020	4/20/2020	4/24/2020
10 Week 1 Week 2	4/19/2020 4/26/2020	4/25/2020 5/2/2020	5/4/2020	5/8/2020
11 Week 1 Week 2	5/3/2020 5/10/2020	5/9/2020 5/16/2020	5/18/2020	5/22/2020
12 Week 1 Week 2	5/17/2020 5/24/2020	5/23/2020 5/30/2020	6/1/2020	6/5/2020
13 Week 1 Week 2	5/31/2020 6/7/2020	6/6/2020 6/13/2020	6/15/2020	6/19/2020
14 Week 1 Week 2	6/14/2020 6/21/2020	6/20/2020 6/27/2020	6/29/2020	* 7/2/2020 (Thursday)
15 Week 1 Week 2	6/28/2020 7/5/2020	7/4/2020 7/11/2020	7/13/2020	7/17/2020
16 Week 1 Week 2	7/12/2020 7/19/2020	7/18/2020 7/25/2020	7/27/2020	7/31/2020
17 Week 1 Week 2	7/26/2020 8/2/2020	8/1/2020 8/8/2020	8/10/2020	8/14/2020
18 Week 1 Week 2	8/9/2020 8/16/2020	8/15/2020 8/22/2020	8/24/2020	8/28/2020
19 Week 1 Week 2	8/23/2020 8/30/2020	8/29/2020 9/5/2020	9/7/2020	9/11/2020
20 Week 1 Week 2	9/6/2020 9/13/2020	9/12/2020 9/19/2020	9/21/2020	9/25/2020
21 Week 1 Week 2	9/20/2020 9/27/2020	9/26/2020 10/3/2020	10/5/2020	10/9/2020
22 Week 1 Week 2	10/4/2020 10/11/2020	10/10/2020 10/17/2020	10/19/2020	10/23/2020
23 Week 1 Week 2	10/18/2020 10/25/2020	10/24/2020 10/31/2020	11/2/2020	11/6/2020
24 Week 1 Week 2	11/1/2020 11/8/2020	11/7/2020 11/14/2020	11/16/2020	11/20/2020
25 Week 1 Week 2	11/15/2020 11/22/2020	11/21/2020 11/28/2020	11/30/2020	12/4/2020
26 Week 1 Week 2	11/29/2020 12/6/2020	12/5/2020 12/12/2020	12/14/2020	12/18/2020

PLEASE NOTE:

Timecards must be submitted EVERY DUE DATE for work performed during that pay period.

Late timecards are considered a policy violation and payment may be delayed until the next pay period.

Holiday Schedule

The office is closed for the following holidays:

New Year's - 1/1/2020 (Wed)

Martin Luther King Jr. - 1/20/20 (Mon)

President's Day - 2/17/2020 (Mon)

Memorial Day - 5/25/2020 (Mon)

4th of July - (observed) 7/3/2020 (Fri)

** (Thursday 7/2/20 Check pickup)*

Labor Day - 9/7/2020 (Mon)

Veterans Day - 11/11/2020 (Wed)

Thanksgiving - 11/26/2020 (Thur)

Thanksgiving - 11/27/2020 (Fri)

Christmas - 12/24/2020 (Thur)

Christmas - 12/25/2020 (Fri)

New Year's Eve - 12/31/20 (Thur)

**** (Office open for check pick up only 9am to 12pm)**

***Holidays do not affect when timecards are due so fax, e-mail or drop off at the office by 12:00 Noon on Monday due date.**