

July 2019 – June 2020 Bi-Weekly PAC Timesheet Schedule

Employee Timesheet Submission Deadline (10 AM)	Manager Timesheet Approval Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, July 05, 2019	Friday, July 05, 2019	06/24/2019	07/07/2019	07/12/2019	07/09/2019 – Personal/Sick*
Friday, July 19, 2019	Friday, July 19, 2019	07/08/2019	07/21/2019	07/26/2019	07/23/2019 – Personal/Sick*
					08/02/2019 – Vacation**
Friday, August 02, 2019	Friday, August 02, 2019	07/22/2019	08/04/2019	08/09/2019	08/06/2019 – Personal/Sick*
Friday, August 16, 2019	Friday, August 16, 2019	08/05/2019	08/18/2019	08/23/2019	08/20/2019 – Personal/Sick*
Wednesday, August 28, 2019	Wednesday, August 28, 2019	08/19/2019	09/01/2019	09/06/2019	09/03/2019 – Personal/Sick*
					09/05/2019 – Vacation**
Friday, September 13, 2019	Friday, September 13, 2019	09/02/2019	09/15/2019	09/20/2019	09/17/2019 – Personal/Sick*
Friday, September 27, 2019	Friday, September 27, 2019	09/16/2019	09/29/2019	10/04/2019	10/01/2019 – Personal/Sick*
					10/03/2019 – Vacation**
Friday, October 11, 2019	Friday, October 11, 2019	09/30/2019	10/13/2019	10/18/2019	10/15/2019 – Personal/Sick*
Friday, October 25, 2019	Friday, October 25, 2019	10/14/2019	10/27/2019	11/01/2019	10/29/2019 – Personal/Sick*
					11/04/2019 – Vacation**
Friday, November 08, 2019	Friday, November 08, 2019	10/28/2019	11/10/2019	11/15/2019	11/12/2019 – Personal/Sick*
Tuesday, November 19, 2019	Tuesday, November 19, 2019	11/11/2019	11/24/2019	11/27/2019	11/22/2019 – Personal/Sick*
					12/03/2019 – Vacation**
Friday, December 06, 2019	Friday, December 06, 2019	11/25/2019	12/08/2019	12/13/2019	12/10/2019 – Personal/Sick*
Wednesday, December 18, 2019	Wednesday, December 18, 2019	12/9/2019	12/22/2019	12/27/2019	12/23/2019 – Personal/Sick*
					01/04/2020 – Vacation**

Notes:

- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month

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Friday, January 03, 2020	Friday, January 03, 2020	12/23/2019	01/05/2020	01/10/2020	01/07/2020 – Personal/Sick*
Wednesday, January 15, 2020	Wednesday, January 15, 2020	01/06/2020	01/19/2020	01/24/2020	01/21/2020 – Personal/Sick* 02/04/2020 – Vacation**
Friday, January 31, 2020	Friday, January 31, 2020	01/20/2020	02/02/2020	02/07/2020	02/04/2020 – Personal/Sick*
Friday, February 14, 2020	Friday, February 14, 2020	02/03/2020	02/16/2020	02/21/2020	02/18/2020 – Personal/Sick* 03/03/2020 – Vacation**
Friday, February 28, 2020	Friday, February 28, 2020	02/17/2020	03/01/2020	03/06/2020	03/03/2020 – Personal/Sick*
Friday, March 13, 2020	Friday, March 13, 2020	03/02/2020	03/15/2020	03/20/2020	03/17/2020 – Personal/Sick*
Friday, March 27, 2020	Friday, March 27, 2020	03/16/2019	03/29/2020	04/03/2020	04/02/2020 – Personal/Sick* 04/02/2020 – Vacation**
Friday, April 10, 2020	Friday, April 10, 2020	03/30/2020	04/12/2020	04/17/2020	04/14/2020 – Personal/Sick*
Friday, April 24, 2020	Friday, April 24, 2020	04/13/2020	04/26/2020	05/01/2020	04/28/2020 – Personal/Sick* 05/02/2020 – Vacation**
Friday, May 08, 2020	Friday, May 08, 2020	04/27/2020	05/10/2020	05/15/2020	05/12/2020 – Personal/Sick*
Wednesday, May 20, 2020	Wednesday, May 20, 2020	05/11/2020	05/24/2020	05/29/2020	05/26/2020 – Personal/Sick* 06/02/2020 – Vacation**
Friday, June 05, 2020	Friday, June 05, 2020	05/25/2020	06/07/2020	06/12/2019	06/09/2020 – Personal/Sick*
Friday, June 19, 2020	Friday, June 19, 2020	06/08/2020	06/21/2020	06/26/2020	06/23/2020 – Personal/Sick* 07/02/2020 – Vacation**

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