



NEW 2020 CSI³ PAYROLL SCHEDULE ~ ALL Employees

Pay day is every other Thursday

Month		Pay Period Dates	"Time Sheets" Due Dates to CISE Office at 10:00 am	Pay Date	Holidays
January	1	12/29/19 - 01/11/20	1/13/2020	1/16/20	New Year's Day, Wed, Jan 1st
	2	01/12/20 - 1/25/20	1/27/2020	1/30/20	Martin Luther King Jr's Day, Mon, Jan 20th
	3	01/26/20 - 02/08/20	2/10/2020	2/13/20	
February	4	02/09/20 - 02/22/20	2/24/2020	2/27/20	
	5	02/23/20 - 03/07/20	3/9/2020	3/12/20	
March	6	03/08/20 - 03/21/20	3/23/2020	3/26/20	
	7	03/22/20 - 04/04/20	4/6/2020	4/9/20	Cesar Chavez Day, Tues, Mar 31st (observed)
April	8	04/05/20 - 04/18/20	4/20/2020	4/23/20	
	9	04/19/20 - 05/02/20	5/4/2020	5/7/20	
May	10	05/03/20 - 05/16/20	5/18/2020	5/21/20	
	11	05/17/20 - 05/30/20	6/1/2020	6/4/20	Memorial Day, Mon, May 25th
June	12	05/31/20 - 06/13/20	6/15/2020	6/18/20	
	13	06/14/20 - 06/27/20	6/29/2020	7/2/20	
	14	06/28/20 - 07/11/20	7/13/2020	7/16/20	Independence Day, Fri, July 3rd (observed)
July	15	07/12/20 - 07/25/20	7/27/2020	7/30/20	
	16	07/26/20 - 08/08/20	8/10/2020	8/13/20	
August	17	08/09/20 - 08/22/20	8/24/2020	8/27/20	
	18	08/23/20 - 09/05/20	9/8/2020	9/10/20	Labor Day, Mon, September 7th
September	19	09/06/20 - 09/19/20	9/21/2020	9/24/20	
	20	09/20/20 - 10/03/20	10/5/2020	10/8/20	
October	21	10/04/20 - 10/17/20	10/19/2020	10/22/20	
	22	10/18/20 - 10/31/20	11/2/2020	11/5/20	
November	23	11/01/20 - 11/14/20	11/16/2020	11/19/20	Veteran's Day, Wed, November 11th (observed)
	24	11/15/20 - 11/28/20	11/30/2020	12/3/20	Thanksgiving Day, Thurs, November 26th & Fri, November 27th, Campus Closed (Not a Holiday)
December	25	11/29/20 - 12/12/20	12/14/2020	12/17/20	
	26	12/13/20 - 12/26/20	12/14/2020	12/17/20	
	Campus Closed ~ Winter Recess				Christmas Day, Fri, December 25th
					In Lieu of President's Day, Mon, December 28th
					In Lieu of Lincoln's Birthday, Tues, December 29th
					In Lieu of Admission Day, Wed, December 30th
In Lieu of Columbus Day, Thur, December 31st					
				Personal Day ~ a time agreed upon by the employee and supervisor. Personal Holidays cannot be carried over to the next year.	

The Biweekly Payday is every other Thursday following the end of the respective Pay Period.

However, when Thursday is a holiday, the payday is the preceding business day.

Paychecks are available for pick up on pay date after 3:00 pm at CISE office. (Live Checks Only)

Any adjustments made after the timecards have been locked will be made in the next payperiod.

Don't forget to check your email for any updates or changes to the payroll schedule.

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To contact your Supervisor, Sandra Ramos: email tutors@csi3.org or call (310) 243-2790

Contact Jazmin Vivar, Payroll Specialist for any time revisions or payroll questions.

Email: Csi3timesheets@csi3.org; Office: (310) 243-2634