

2020-2021

HIGH DESERT ESD PURCHASING AND PAYROLL SCHEDULE

Employee Forms Due

Timesheets due to Payroll
Employee Reimbursements due to AP

Purchasing Due

Vendor Invoices due to AP
Final P-Card Allocations/Comments due (even during vacation, no exceptions)

Payments Due

Payday
Accounts Payable (AP) Run (paid no later than date)

July 2020

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

August 2020

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

September 2020

M	T	W	T	F
	1	2	3	4
7 Holiday	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020

M	T	W	T	F
2	3	4	5	6
9	10	11 Holiday	12	13
16	17	18	19	20
23	24	25	26 Holiday	27
30				NonContract

December 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25 Holiday
28	29	30	31	Non Contract

January 2021

M	T	W	T	F
				1 Holiday
4	5	6	7	8
11	12	13	14	15
18 Holiday	19	20	21	22
25	26	27	28	29

February 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15 Holiday	16	17	18	19
22	23	24	25	26

March 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		Non Contract

April 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021

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

June 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

* Payment may be delayed if documents are turned in after the applicable due date

01.06.2020

Holly Berhardt (Payroll)
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