

METROPOLITAN COMMUNITY SERVICES

PAYROLL SCHEDULE 2020

No.	Working Period		Timecards must be received by	Pay Day (Friday)
	From	To		
1	12/09/2019	- 12/22/2019	12/26/2019	01/10/2020
2	12/23/2019	- 01/05/2020	01/09/2020	01/24/2020
3	01/06/2020	- 01/19/2020	01/23/2020	02/07/2020
4	01/20/2020	- 02/02/2020	02/06/2020	02/21/2020
5	02/03/2020	- 02/16/2020	02/20/2020	03/06/2020
6	02/17/2020	- 03/01/2020	03/05/2020	03/20/2020
7	03/02/2020	- 03/15/2020	03/19/2020	04/03/2020
8	03/16/2020	- 03/29/2020	04/02/2020	04/17/2020
9	03/30/2020	- 04/12/2020	04/16/2020	05/01/2020
10	04/13/2020	- 04/26/2020	04/30/2020	05/15/2020
11	04/27/2020	- 05/10/2020	05/14/2020	05/29/2020
12	05/11/2020	- 05/24/2020	05/28/2020	06/12/2020
13	05/25/2020	- 06/07/2020	06/11/2020	06/26/2020
14	06/08/2020	- 06/21/2020	06/25/2020	07/10/2020
15	06/22/2020	- 07/05/2020	07/09/2020	07/24/2020
16	07/06/2020	- 07/19/2020	07/23/2020	08/07/2020
17	07/20/2020	- 08/02/2020	08/06/2020	08/21/2020
18	08/03/2020	- 08/16/2020	08/20/2020	09/04/2020
19	08/17/2020	- 08/30/2020	09/03/2020	09/18/2020
20	08/31/2020	- 09/13/2020	09/17/2020	10/02/2020
21	09/14/2020	- 09/27/2020	10/01/2020	10/16/2020
22	09/28/2020	- 10/11/2020	10/15/2020	10/30/2020
23	10/12/2020	- 10/25/2020	10/29/2020	11/13/2020
24	10/26/2020	- 11/08/2020	11/12/2020	11/27/2020
25	11/09/2020	- 11/22/2020	11/26/2020	12/11/2020
26	11/23/2020	- 12/06/2020	12/10/2020	12/25/2020

*****IMPORTANT*****

- ❖ You are responsible for ensuring that MCS receives your complete timecards in a timely manner. We DO NOT accept faxed/emailed timecards.
- ❖ Timecards received after the above deadlines will not be processed until the next scheduled payday. Payroll will only “back pay” late timecards up to four (4) weeks past the deadline.
- ❖ Direct Deposit is available to all employees. MCS is not responsible for any checks lost in the mail. A \$30.00 fee will be charged to the employee to stop payment on the lost/stolen check.
- ❖ *If your check is lost or stolen:* Contact us immediately so that we can stop payment and issue a new check. This process takes approximately 3-4 days.
- ❖ If you do not have direct deposit, you may pick up your check at our office. Checks are available for a pick up every other Thursday, between 2:00 pm and 4:30 pm.
- ❖ If you are having someone pick up your check for you, they will need a written authorization signed by you and they will have to present their photo ID.

OUR OFFICE IS CLOSED ON:

Wednesday	Jan 1, 2020	New Year's Day	Thursday	Nov 26, 2020	Thanksgiving Day
Monday	May 25, 2020	Memorial Day	Friday	Nov 27, 2020	Day after Thanksgiving
Friday	July 3, 2020	Independence Day	Friday	Dec 25, 2020	Christmas Day
Monday	Sep 7, 2020	Labor Day			