

Payroll Periods/Time Sheet Deadlines
FY21

| 12 Month Employees | Secretaries, Asst. Princ. PPS Coord. | Certified/Paraprof | Pay Date | Time Sheet Period | Due in Payroll Office |
|--------------------|--------------------------------------|--------------------|--------------------------|-----------------------------|-------------------------|
| 1 | | | July 10, 2020 | June 15 - June 26 | June 26, 2020 |
| 2 | | | July 24, 2020 | June 29 - July 10 | July 10, 2020 |
| 3 | 1 | | August 7, 2020 | July 13 - July 24 | July 24, 2020 |
| 4 | 2 | 1 | August 21, 2020 | July 27 - Aug. 7 | August 7, 2020 |
| 5 | 3 | 2 | September 4, 2020 | Aug. 10 - Aug. 21 | August 21, 2020 |
| 6 | 4 | 3 | September 18, 2020 | Aug. 24 - Sept. 4 | September 4, 2020 |
| 7 | 5 | 4 | October 2, 2020 | Sept. 7 - Sept. 18 | September 18, 2020 |
| 8 | 6 | 5 | October 16, 2020 | Sept. 21 - Oct. 2 | October 2, 2020 |
| 9 | 7 | 6 | October 30, 2020 | Oct. 5 - Oct. 16 | October 16, 2020 |
| 10 | 8 | 7 | November 13, 2020 | Oct. 19 - Oct. 30 | October 30, 2020 |
| 11 | 9 | 8 | November 20, 2020 | Nov. 2 - Nov. 13 | November 6, 2020 |
| 12 | 10 | 9 | December 11, 2020 | Nov. 16 - Nov. 27 | November 27, 2020 |
| 13 | 11 | 10 | December 18, 2020 | Nov. 30 - Dec. 11 | December 4, 2020 |
| 14 | 12 | 11 | January 8, 2021 | Dec. 14 - Dec. 23 | December 23, 2020 |
| 15 | 13 | 12 | January 22, 2021 | Dec. 28 - Jan. 8 | January 8, 2021 |
| 16 | 14 | 13 | February 5, 2021 | Jan. 11 - Jan. 22 | January 22, 2021 |
| 17 | 15 | 14 | February 19, 2021 | Jan. 25 - Feb. 5 | February 5, 2021 |
| 18 | 16 | 15 | March 5, 2021 | Feb. 8 - Feb. 19 | February 19, 2021 |
| 19 | 17 | 16 | March 19, 2021 | Feb. 22 - March 5 | March 5, 2021 |
| 20 | 18 | 17 | March 26, 2021 | March 8 - March 19 | March 12, 2021 |
| 21 | 19 | 18 | April 16, 2021 | March 22 - April 2 | April 2, 2021 |
| 22 | 20 | 19 | April 30, 2021 | April 5 - April 16 | April 16, 2021 |
| 23 | 21 | 20 | May 14, 2021 | April 19 - April 30 | April 30, 2021 |
| 24 | 22 | 21 | May 28, 2021 | May 3 - May 14 | May 14, 2021 |
| 25 | 23 | 22 | June 11, 2021 | May 17 - May 28 | May 28, 2021 |
| 26 | 24 | 23 | June 25, 2021 | May 31 - June 11 | June 11, 2021 |
| | | | | <i>FY22 schedule</i> | |
| 1 | 25 | 24 | July 9, 2021 | June 14 - June 25 | June 25, 2021 |
| 2 | 26 | 25 | July 23, 2021 | June 28 - July 9 | July 9, 2021 |
| 3 | 1 | 26 | August 6, 2021 | July 12 - July 23 | July 23, 2021 |
| 4 | 2 | 1 | August 20, 2021 | July 26 - July 30 | July 30, 2021 |

Please note adjusted time sheet due dates for the following pay periods:

For regular time sheet employees only, (i.e. daily subs, lunch aides, etc.) that work consistent days:

*Nov. 2 - 13: DUE Nov. 6 (estimate hours worked Nov. 9 - 13)

**Nov. 30 - Dec. 11: DUE December 4 (estimate hours worked Dec. 7 - 11)

***March 8 - 19: DUE March 12 (estimate hours worked March 15 - 19)

- Pay will be adjusted on the following paycheck should an absence occur during estimated time.