

Payroll Periods/Time Sheet Deadlines
FY22

12 Month Employees	Secretaries, Asst. Princ. PPS Coord.	Certified/Paraprof	Pay Date	Time Sheet Period	Due in Payroll Office
1			July 9, 2021	June 14 - June 25	June 25, 2021
2			July 23, 2021	June 28 - July 9	July 9, 2021
3	1		August 6, 2021	July 12 - July 23	July 23, 2021
4	2	1	August 20, 2021	July 26 - Aug. 6	August 6, 2021
5	3	2	September 3, 2021	Aug. 9 - Aug. 20	August 20, 2021
6	4	3	September 17, 2021	Aug. 23 - Sept. 3	September 3, 2021
7	5	4	October 1, 2021	Sept. 6 - Sept. 17	September 17, 2021
8	6	5	October 15, 2021	Sept. 20 - Oct. 1	October 1, 2021
9	7	6	October 29, 2021	Oct. 4 - Oct. 15	October 15, 2021
10	8	7	November 12, 2021	Oct. 18 - Oct. 29	October 29, 2021
11	9	8	November 19, 2021	Nov. 1 - Nov. 12	November 5, 2021
12	10	9	December 10, 2021	Nov. 15 - Nov. 26	November 26, 2021
13	11	10	December 17, 2021	Nov. 29 - Dec. 10	December 3, 2021
14	12	11	January 7, 2022	Dec. 13 - Dec. 24	December 24, 2021
15	13	12	January 21, 2022	Dec. 27 - Jan. 7	January 7, 2022
16	14	13	February 4, 2022	Jan. 10 - Jan. 21	January 21, 2022
17	15	14	February 18, 2022	Jan. 24 - Feb. 4	February 4, 2022
18	16	15	March 4, 2022	Feb. 7 - Feb. 18	February 18, 2022
19	17	16	March 18, 2022	Feb. 21 - March 4	March 4, 2022
20	18	17	March 25, 2022	March 7 - March 18	March 11, 2022
21	19	18	April 14, 2022	March 21 - April 1	April 1, 2022
22	20	19	April 29, 2022	April 4 - April 15	April 14, 2022
23	21	20	May 13, 2022	April 18 - April 29	April 29, 2022
24	22	21	May 27, 2022	May 2 - May 13	May 13, 2022
25	23	22	June 10, 2022	May 16 - May 27	May 27, 2022
26	24	23	June 24, 2022	May 30 - June 10	June 10, 2022
				<u>FY23 schedule</u>	
1	25	24	July 8, 2022	June 13 - June 24	June 24, 2022
2	26	25	July 22, 2022	June 27 - July 8	July 8, 2022
3	1	26	August 5, 2022	July 11 - July 22	July 22, 2022
4	2	1	August 19, 2022	July 25 - Aug. 5	August 5, 2022

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. 1 - 12: DUE Nov. 5 (estimate hours worked Nov. 8 - 12)

**Nov. 29 - Dec. 10: DUE December 3 (estimate hours worked Dec. 6 - 10)

***March 7 - 18: DUE March 11 (estimate hours worked March 14 - 18)

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