

2020-2021 Payroll Periods & Pay dates

Payroll Reporting Period (Time clock, Absences, Additional Pay, Timesheets, etc)

<u>Start Date</u>	<u>End Date</u>	<u>Pay Date</u>
JULY 13	AUGUST 9	AUGUST 31
AUGUST 10	SEPTEMBER 6	SEPTEMBER 30
SEPTEMBER 7	OCTOBER 11	OCTOBER 30
OCTOBER 12	NOVEMBER 8	NOVEMBER 30
NOVEMBER 9	DECEMBER 6	DECEMBER 30
DECEMBER 7	JANUARY 10	JANUARY 29
JANUARY 11	FEBRUARY 7	FEBRUARY 26
FEBRUARY 8	MARCH 7	MARCH 31
MARCH 8	APRIL 11	APRIL 30
APRIL 12	MAY 9	MAY 31
MAY 10	JUNE 13	JUNE 30
JUNE 14	JULY 11	JULY 30

Pay dates are always the last WORKING day of each month

- A “work week” begins on Monday and ends on Sunday, (District employees work M-F)
- Payroll periods begin on Monday and end on Sunday
- **ALL** additional time worked, overtime, and absences are recorded in payroll and paid using this pay schedule. **Salaries are calculated on a 12 month pay cycle and are not subject to this pay schedule.**
 - *Example:* Cum day taken between, October 12th – November 8th will post on the November 30th payroll.
 - *Example:* Any additional time or overtime worked between, October 12th – November 8th will post on the November 30th payroll.
- **ALL payroll or items relating to payroll must be submitted to the Payroll Department by end of business on the 15TH of EVERY MONTH**
 - *IF* the 15th falls on a weekend, then the deadline is end of business on the Friday or (working day) before.