



2021-2022 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 12	AUGUST 8	AUGUST 31
AUGUST 9	SEPTEMBER 12	SEPTEMBER 30
SEPTEMBER 13	OCTOBER 10	OCTOBER 29
OCTOBER 11	NOVEMBER 7	NOVEMBER 30
NOVEMBER 8	DECEMBER 12	DECEMBER 29
DECEMBER 13	JANUARY 9	JANUARY 31
JANUARY 10	FEBRUARY 6	FEBRUARY 28
FEBRUARY 7	MARCH 6	MARCH 31
MARCH 7	APRIL 10	APRIL 29
APRIL 11	MAY 8	MAY 31
MAY 9	JUNE 12	JUNE 30
JUNE 13	JULY 10	JULY 28

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 11th – November 7th will post on the November 30th payroll.
 - *Example:* Any additional time or overtime worked between, October 11th – November 7th 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.