

TO: Principals, Supervisors and School Secretaries

REVISED 7/8/20

FROM: Payroll Office **ALL PAYROLL CHECKS WILL BE DIRECT DEPOSIT.**

SUBJECT: 2020-2021 Payroll Absence Reporting Schedules

DATE: July 1, 2020 **ALL PAYROLLS ARE DUE ON THE DUE DATE**

PAYROLL WILL BE THE 20th OF EACH MONTH UNLESS OTHERWISE NOTED.

REPORT		PROJECTIONS	DUE	PAY
FROM	TO	Time Sheets	BY	DATE
July 1	July 16	<u>NO Clocking In</u> 10th - 16th July	July 10	July 20th
July 17	August 6		August 10	Aug 20th
August 7	Sept 3		Sept 4	Sept 18th
Sept 4	Oct 1		Oct 2	Oct 20th
Oct 2	Nov 5		Nov 6	Nov 18th
Nov 6	Dec 3		Dec 4	Dec 16th
Dec 4	Dec 31		Jan 5	Jan 20th
Jan 1	Jan 28		Jan 29	Feb 19th
Jan 29	Feb 25		Feb 26	March 19th
Feb 26	Mar 25		Mar 26	April 20th
Mar 26	Apr 29		Apr 30	May 20th
		<u>NO Clocking In</u>	<u>ALL</u> PAYROLLS	
		<u>4th-30th June</u>	<u>DUE</u> June 4	
Apr 30	June 30			June 17th

These dates require careful projections. If there is any change, call at once.

Please remember that the time sheet for 12 month salaried employees are for absences only.
Twelve month salaried employees are paid from the first of the month to the end.