

TO: Principals, Supervisors and School Secretaries

REVISED 11/18/2020

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

SUBJECT: 2020-2021 Payroll Absence Reporting Schedules

DATE: November 18, 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> <u>10th - 16th July</u>	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 10		Dec 11	Dec 16th
Dec 11	Jan 7		Jan 8	Jan 20th
Jan 8	Feb 4		Feb 5	Feb 19th
Feb 5	Mar 4		Mar 5	March 19th
Mar 5	Apr 1		Apr 2	April 20th
Apr 2	May 6		May 7	May 20th
May 7	June 30	<u>NO Clocking In</u> <u>4th-30th June</u>	<u>ALL</u> <u>PAYROLLS</u> <u>DUE</u> June 4	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.