

TO: Principals, Supervisors and School Secretaries

REVISED 03/23/2021  
BOE Approved 4-13-21

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

SUBJECT: 2021-2022 Payroll Absence Reporting Schedules

DATE: March 23, 2021 **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 15	<u>NO Clocking In</u> <u>9th - 15th July</u>	July 9	July 20th
July 16	Aug 5		Aug 6	Aug 20th
August 6	Sept 2		Sept 3	Sept 20th
Sept 3	Sept 30		Oct 1	Oct 20th
Oct 1	Oct 28		Oct 29	Nov 19th
Oct 29	Dec 2		Dec 3	Dec 15th
Dec 3	Jan 6		Jan 7	Jan 20th
Jan 7	Feb 3		Feb 4	Feb 18th
Feb 4	Mar 3		Mar 4	Mar 18th
Mar 4	Mar 31		Apr 1	Apr 13th
Apr 1	May 5		May 6	May 20th
May 6	June 30	<u>NO Clocking In</u> <u>3rd-30th June</u>	<u>ALL</u> <u>PAYROLLS</u> <u>DUE</u> <u>June 3</u>	June 20th

**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. 7-5-21 observe 4th of Ju

.

---

ily