

Timesheet Schedule, 21.5-Day count & Pay Dates

	9-month employees (Bus Drivers & Maids)	10-month employees (Teachers, Assistants, School Secretaries)		11- and 12-month employees		Payroll due to Payroll Dept. by 11am	CHECKS RELEASED
MONTH	Actual Pay Period	Actual Pay Period 21.5 Day Count	Timesheets Run Thru	Actual Pay Period	Timesheets Run Thru		Pay Date for
	Timesheets run						
July		Installments	--	July 1 - 31, 2020	6/8/20-6/30/20- 7/1/20-7/12/20	7/14/20	7/30/2020
August		Aug 10 - Sept 8, 2020	No timesheet	Aug 1 - 31, 2020	7/13/20-8/9/20	8/11/20	8/31/2020
September	8/10/20-9/13/20	Sept 9 - Oct 7, 2020	8/10/20-9/13/20	Sept 1 - 30, 2020	8/10/20-9/13/20	9/15/20	9/30/2020
October	09/14/20-10/11/20	Oct 8 - Nov 6, 2020	09/14/20-10/11/20	Oct 1 - 31, 2020	09/14/20-10/11/20	10/13/20	10/30/2020
November	10/12/20-11/8/20	Nov 9 - Dec 7, 2020	10/12/20-11/8/20	Nov 1 - 30, 2020	10/12/20-11/8/20	11/10/20	11/24/2020
December	11/9/20-12/6/20	Dec 8, '20 - Jan 6, '21	11/9/20-12/6/20	Dec 1 - 31, 2020	11/9/20-12/6/20	12/8/20	12/22/2020
January	12/7/20-1/3/21	Jan 7 - Feb 4, 2021	12/7/20-1/3/21	Jan 1 - 31, 2021	12/7/20-1/3/21	1/5/21	1/22/2021
February	1/4/21-2/7/21	Feb 5 - Mar 8, 2021	1/4/21-2/7/21	Feb 1 - 28, 2021	1/4/21-2/7/21	2/9/21	2/26/2021
March	2/8/21-3/14/21	Mar 9 - Apr 6, 2021	2/8/21-3/14/21	Mar 1 - 31, 2021	2/8/21-3/14/21	3/16/21	3/31/2021
April	3/15/21-4/11/21	Apr 7 - May 6, 2021	3/15/21-4/11/21	April 1 - 30, 2021	3/15/21-4/11/21	4/13/21	4/30/2021
May	4/12/21-5/9/21	May 7- June 4, 2021	4/12/21-5/9/21	May 1 - 31, 2021	4/12/21-5/9/21	5/11/21	5/28/2021
June	5/10/21-6/6/21	Installments	5/10/21-6/6/21	June 1 - 30, 2021	5/10/21-6/6/21	6/7/21	6/18/2021
Timesheets for 9-month employees reflect actual time worked and paid.							
Timesheets for 10-month employees reflect time worked for the purpose of tracking leave. Time paid is based on a 22-day count.							
Example:	October 30, 2020 Paycheck						
	Timesheet records time worked and leave used from Sept. 14 thru Oct. 11; timesheet turned in on October 13.						
	Paycheck is actually for October 8 thru November 6 (21/22 day count).						
Timesheets for 11- & 12-month employees reflect time worked for the purpose of tracking leave. Time paid is based on actual calendar month.							
Example:	October 30, 2020 Paycheck						
	Timesheet records time worked and leave used from Sept. 14 thru Oct. 11; timesheet turned in on October 13.						
	Paycheck is actually for October 1-31 (calendar month).						