

## 2020-2021 PAYROLL SCHEDULE

TO: All Employees  
 FROM: Michael Falkowski, SBA/BS  
 DATE: June 5, 2020

The 2020-2021 payroll schedule is outlined below for your information. Employees that are paid hourly wages or receive compensation for additional duties will submit time sheets to their supervisor so that they may be signed and submitted to payroll by the dates shown.

Pay #	Pay Date	Timesheet Payroll Period	Time sheets are due to the Business Office <u>1</u> day after the Previous Pay Date
1	07/15/20	Up to 06/30/20	07/01/20
2	07/31/20	07/01-07/15/20	07/16/20
3	08/14/20	07/16-07/31/20	08/03/20
4	08/31/20	08/01-08/15/20	08/17/20
5	09/15/20	08/16-08/31/20	09/01/20
6	09/30/20	09/01-09/15/20	09/16/20
7	10/15/20	09/16-09/30/20	10/01/20
8	10/30/20	10/01-10/15/20	10/16/20
9	11/13/20	10/16-10/31/20	11/02/20
10	11/30/20	11/01-11/15/20	11/16/20
11	12/15/20	11/16-11/30/20	12/01/20
12	12/23/20	12/01-12/15/20	12/15/20 *any time sheets not in by this date will be paid on 1/15/21
13	01/15/21	12/16-12/31/20	01/04/21
14	01/29/21	01/01-01/15/21	01/19/21
15	02/12/21	01/16-01/31/21	02/01/21
18	02/26/21	02/01-02/15/21	02/16/21
18	03/15/21	02/16-02/28/21	03/01/21
18	03/31/21	03/01-03/15/21	03/16/21
19	04/15/21	03/16-03/31/21	04/01/21
20	04/30/21	04/01-04/15/21	04/16/21
21	05/14/21	04/16-04/30/21	05/03/21
22	05/28/21	05/01-05/15/21	05/17/21
23	06/15/21	05/16-05/31/21	06/01/21
25	06/30/21	06/01-06/15/21	Any additional time sheets for the period 6/1-6/17/21

Dates are subject to change based on inclement weather or unexpected school closures.

**\*This pay is for 10 month salaried employees only.**