

# SECTION 5.05 – PAYROLL CALENDAR

Contact: Payroll @ Extension 4160

## A. Overview

Each school year, the payroll calendar is created and distributed to those employees that process payroll information at the schools and departments. The payroll calendar identifies the monthly payroll periods, due dates and pay dates.



## Payroll Calendar 2020-21

Employees SUBMIT electronic timesheets on Pay Period End date\*

Month of Pay	Pay Period Begins - Ends	Paper Timesheet Payroll Office Deadline	Timecard Online Pay Period Closes	Pay Date
<b>Year-end accrual</b> (2001108)	<b>9/1/19- 8/31/20</b>	<b>9/9/20</b>	<b>9/11/20</b>	<b>9/18/20</b>
<b>September</b> (2001009)	9/1/20 - 9/5/20	9/9/20	9/11/20	<b>9/30/20</b>
<b>October</b> (2001010)	9/6/20 - 10/10/20	10/13/20	10/16/20	<b>10/30/20</b>
<b>November</b> (2001011)	10/11/20 - 11/7/20	11/10/20	11/13/20	<b>11/30/20</b>
<b>December</b> (2001012)	11/8/20 - 12/5/20	12/8/20	12/11/20	<b>12/31/20</b>
<b>January</b> (2101001)	12/6/20 - 1/9/21	1/12/21	1/15/21	<b>1/29/21</b>
<b>February</b> (2101002)	1/10/21 - 2/6/21	2/9/21	2/12/21	<b>2/26/21</b>
<b>March</b> (2101003)	2/7/21 - 3/6/21	3/9/21	3/12/21	<b>3/31/21</b>
<b>April</b> (2101004)	3/7/21 - 4/10/21	4/13/21	4/16/21	<b>4/30/21</b>
<b>May</b> (2101005)	4/11/21 - 5/8/21	5/11/21	5/14/21	<b>5/28/21</b>
<b>June</b> (2101006)	5/9/21 - 6/5/21	6/8/21	6/11/21	<b>6/30/21</b>
<b>July</b> (2101007)	6/6/21 – 7/10/21*	7/13/21	7/16/21	<b>7/30/21</b>
<b>August</b> (2101008)	7/11/21 - 8/7/21	8/10/21	8/13/21	<b>8/31/21</b>

\*school year employees submit electronic timecards on last day of school

6/16/2020

Calendar subject to change