

SCHOOL DISTRICT OF JANESVILLE
PAYROLL DEPARTMENT

PLEASE POST

TO: Human Resources/Benefits

FROM: Mr. Scott Garner
Assistant Superintendent of Administrative & Human Services

The following is a list of the Cut Off dates for payroll purposes for Teachers, Administrators, Support Staff, Substitute Teachers and Non-Teaching employees during the 2020-21 school year. If any timesheets, etc. are not received by the cut off dates, payment could be delayed until the following pay day.

<u>CUT OFF DATES</u>	<u>PAYROLL DATES</u>	<u>PAYROLL PROCESSING DATE</u>
August 21, 2020	September 10, 2020	September 4, 2020
September 4, 2020	September 25, 2020	September 22, 2020
September 25, 2020	October 9, 2020	October 6, 2020
October 9, 2020	October 22, 2020	October 19, 2020
October 23, 2020	November 10, 2020	November 5, 2020
November 6, 2020	November 25, 2020	November 20, 2020
November 20, 2020	December 10, 2020	December 7, 2020
December 4, 2020	December 22, 2020	December 17, 2020
December 18, 2020	January 8, 2021	January 5, 2021
January 8, 2021	January 25, 2021	January 20, 2021
January 22, 2021	February 10, 2021	February 5, 2021
February 5, 2021	February 25, 2021	February 22, 2021
February 19, 2021	March 10, 2021	March 5, 2021
March 5, 2021	March 19, 2021	March 16, 2021
March 26, 2021	April 9, 2021	April 6, 2021
April 9, 2021	April 23, 2021	April 20, 2021
April 23, 2021	May 10, 2021	May 5, 2021
May 7, 2021	May 25, 2021	May 20, 2021
May 21, 2021	June 10, 2021	June 7, 2021
June 11, 2021	June 25, 2021	June 22, 2021
June 25, 2021	July 9, 2021	July 6, 2021
July 9, 2021	July 23, 2021	July 20, 2021
July 23, 2021	August 10, 2021	August 5, 2021
August 6, 2021	August 25, 2021	August 20, 2021

(Circumstances beyond our control could cause changes in some dates as listed. In such cases, each office will be contacted.)