

**Timesheet Schedule, 21.5-Day count & Pay Dates**

MONTH	9-10 month hourly employees (Bus Drivers & Maids, TA's)	10-month salary employees (Teachers, Assistants, School Secretaries)		11- and 12-month employees		Payroll due to Payroll Dept. by 11am	CHECKS RELEASED
	Actual Pay Period Timesheets run	Actual Pay Period 21.5 Day Count	Timesheets Run Thru	Actual Pay Period	Timesheets Run Thru		Pay Date for
July		Installments	--	July 1 - 31, 2021	6/7/21-6/30/21- 7/1/21-7/11/21	7/13/21	<b>7/29/2021</b>
August		Aug 9- Sept 7, 2021	No timesheet	Aug 1 - 31, 2021	7/12/21-8/8/21	8/10/21	<b>8/31/2021</b>
September	8/9/21-9/12/21	Sept 8 - Oct 6, 2021	8/9/21-9/12/21	Sept 1 - 30, 2021	8/9/21-9/12/21	9/14/21	<b>9/30/2021</b>
October	09/13/21-10/10/21	Oct 7 - Nov 7, 2021	09/13/21-10/10/21	Oct 1 - 31, 2021	09/13/21-10/10/21	10/12/21	<b>10/29/2021</b>
November	10/11/21-11/7/21	Nov 8 - Dec 6, 2021	10/11/21-11/7/21	Nov 1 - 30, 2021	10/11/21-11/7/21	11/9/21	<b>11/23/2021</b>
December	11/8/21-12/5/21	Dec 7, '21 - Jan 5, '22	11/8/21-12/5/21	Dec 1 - 31, 2021	11/8/21-12/5/21	12/7/21	<b>12/21/2021</b>
January	12/6/21-1/2/22	Jan 6 - Feb 3, 2022	12/6/21-1/2/22	Jan 1 - 31, 2022	12/6/21-1/2/22	1/4/22	<b>1/21/2022</b>
February	1/3/22-2/6/22	Feb 4 - Mar 7, 2022	1/3/22-2/6/22	Feb 1 - 28, 2022	1/3/22-2/6/22	2/8/22	<b>2/28/2022</b>
March	2/7/22-3/13/22	Mar 8 - Apr 5, 2022	2/7/22-3/13/22	Mar 1 - 31, 2022	2/7/22-3/13/22	3/15/22	<b>3/31/2022</b>
April	3/14/22-4/10/22	Apr 6 - May 5, 2022	3/14/22-4/11/22	April 1 - 30, 2022	3/14/22-4/10/22	4/12/22	<b>4/29/2022</b>
May	4/11/22-5/8/22	May 6- June 3, 2022	4/11/22-5/8/22	May 1 - 31, 2022	4/11/22-5/8/22	5/10/22	<b>5/31/2022</b>
June	5/9/22-6/5/22		5/9/22-6/5/22 adjustments	June 1 - 30, 2022	5/9/22-6/5/22	6/6/22	<b>6/21/2022</b>

**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 29, 2021 Paycheck

Timesheet records time worked and leave used from Sept. 13 thru Oct. 10; timesheet turned in on October 12.

Paycheck is actually for October 7 thru November 7 (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 29, 2021 Paycheck

Timesheet records time worked and leave used from Sept. 13 thru Oct. 10; timesheet turned in on October 12.

Paycheck is actually for October 1-31 (calendar month).