

2021 - 2022 TIME CARDS-SUB JOBS & PAY DAY SCHEDULE

Payroll distribution dependent on current Covid-19 mandates in place each pay day.

PAY PERIOD		DUE TO PAYROLL		PAY DAY
FROM	TO	BY 4:30 PM		DAY
7/1/21	7/16/21	7/19/21 (Noon)		7/30/21
Later cut-off due to summer programs.				
7/17/21	8/10/21	8/12/21		8/31/21
8/11/21	9/9/21	9/13/21		9/30/21
* See Note Below				
9/10/21	10/8/21	10/12/21		10/29/21
10/9/21	11/5/21	11/9/21		11/30/21
Early cut-off due to Thanksgiving Holiday				
11/6/21	11/30/21	12/2/21		12/17/21
Early cut-off due to December Break				
12/1/21	1/7/22	1/11/22		1/31/22
1/8/22	2/3/22	2/7/22		2/28/22
Early cut-off due to February Break				
2/4/22	3/9/22	3/11/22		3/30/22
Pay Day is One Day Early				
3/10/22	4/7/22	4/11/22		4/29/22
4/8/22	5/9/22	5/11/22		5/31/22
5/10/22	6/10/22	6/14/22		6/30/22
** See Note Below				
6/11/22	6/30/22	7/1/22 (Noon)		7/8/22
*** See Note Below				

Substitutes, Hourly, and Yard Duty Employees: All pay checks and pay stubs will continue to be mailed until the Covid-19 mandates have ended. Once the mandates have ended - we will resume the following pay day distribution:

Paychecks and paystubs will be available at the the District Office on pay day between **9:00 am and 1:30 pm**.

All paychecks & paystubs not picked up by 1:30 will be mailed that day.

Checks can be held until 4:00 by calling the **front desk on pay day - 408-227-8300**

* **9/30/21 - All Employees:** This is a non-work day for most employees. Paycheck & paystub distribution will be dependent on current Covid-19 mandates in place on Sept. 30th. Distribution methods will be announced in mid-September.

****6/30/22 - All Employees:** Paychecks and paystubs will be available for pickup at the District Office between 9:00 am and 1:30 pm. All paychecks and paystubs not picked up by 1:30 will be mailed that day.

*** **7/9/22 - All Employees:** Paychecks and paystubs will be available for pickup at the District Office between 9:00 am and **Noon**. All paychecks & paystubs not picked up by **Noon** will be mailed that day.

Interested in Direct Deposit? Contact the Payroll Department 408-227-8300

Certificated: x100219 Classified: x100218