

2021-2022 Remainder

Substitute & Additional Paper Timesheets

Due Date Schedule		
DUE IN CENTRAL OFFICE by	DATES TO INCLUDE	Pay Check Date
10:00 am	-----	-----
January 3, 2022	December 19th through January 1st	1/14/2022
January 17, 2022	January 2th through January 15th	1/28/2022
January 31, 2022	January 16th through January 29th	2/11/2022
February 14, 2022	January 30th through February 12th	2/28/2022
February 28, 2022	February 13th through February 26th	3/15/2022
March 21, 2022	February 27th through March 19th (3 wks)	3/30/2022
April 4, 2022	March 20th through April 2nd	4/15/2022
April 18, 2022	April 3rd through April 16th	4/29/2022
May 2, 2022	April 17th through April 30th	5/13/2022
May 16, 2022	May 1st through May 14th	5/30/2022
June 6, 2022	May 15th through June 4th (3 wks)	6/15/2022
June 13, 2022	June 5th through June 30th (4 wks)	6/30/2022

NOTE: New employees may not receive their first check until all paperwork is complete and received by payroll; and they have worked a complete pay cycle (approximately 10 days).