

MEMORANDUM

TO: Payroll Designees
 FROM: Payroll Department
 RE: Payroll Dates for 2021/22 School Year

Please use the following schedule to submit service reports.

If you have any questions concerning this matter, please contact the staff accountant responsible for your school.

| PAY PERIOD overtime calculated wkl Sunday - Saturday) | SERVICE REPORT DUE DATE | PAYROLL DATE | TEACHERS | Nurses | AIDES PARAS | 10 MONTH | 11 Month | 12 MONTH | BUS DRIVERS & BUS AIDES |
|---|-------------------------------|-----------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|
| | | | August 6, 2021 May 27, 2022 | August 4, 2021 May 27, 2022 | August 6, 2021 May 26, 2022 | July 26, 2021 June 8, 2022 | July 12, 2021 June 21, 2022 | July 1, 2021 June 30, 2022 | August 6, 2021 May 27, 2022 |
| 5/30/21- 6/26/21 | 7/10/2021 | 7/30/2021 | 0 | 0 | 0 | | 0 | 0 | 0 |
| 6/27/21 - 7/31/21 | 8/10/2021 | 8/31/2021 | 0 | 0 | 0 | 5 | 15 | 24 | 0 |
| 8/01/21 - 8/28/21 | 9/10/2021 | 9/30/2021 | 16 | 18 | 16 | 20 | 20 | 20 | 16 |
| 8/29/21 - 9/25/21 | 10/10/2021 | 10/29/2021 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| 9/26/21 - 10/30/21 | 11/10/2021 | 11/30/2021 | 25 | 23 | 24 | 25 | 25 | 25 | 24 |
| 10/31/21-11/27/21 | 12/10/2021 | 12/30/2021 | 14 | 14 | 14 | 14 | 14 | 17 | 14 |
| 11/28/21 - 12/25/21 | 1/10/2022 | 1/31/2022 | 15 | 15 | 15 | 15 | 15 | 18 | 15 |
| 12/26/21 - 1/29/22 | 2/10/2022 | 2/28/2022 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| 1/30/22 - 2/26/22 | 3/10/2022 | 3/31/2022 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| 2/27/22 -3 /26/22 | 4/10/2022 | 4/29/2022 | 17 | 14 | 16 | 17 | 17 | 18 | 17 |
| 3/27/22 - 4/30/22 | 5/10/2022 | 5/31/2022 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| 5/01/22 - 5/28/22 | 6/10/2022 | 6/30/2022 | 20 | 20 | 19 | 20 | 20 | 20 | 20 |
| 5/29/22 - 6/25/22 | | | 0 | | | 8 | 16 | 20 | 0 |
| | | | 185 | 182 | 182 | 202 | 220 | 240 | 184 |
| | | | +2 Flex | | | | | | +2 Flex |
| | | | 187 | | | | | | 186 |

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7/27/2021