

PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Janice Hoke ext. 12268. Please post a copy of this sheet for employee/substitute reference.

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date: 7/15/2020 Due at F.O.: Dates included:	Payroll Date: 11/13/2020 Due at F.O.: 10/26/2020 Dates included: 10/12 through 10/23	Payroll Date: 3/15/2021 Due at F.O.: 2/22/2021 Dates included: 2/8 through 2/19
Payroll Date: 7/30/2020 Due at F.O.: 7/13/2020 Dates included: 7/1 through 7/10	Payroll Date: 11/30/2020 Due at F.O.: 11/9/2020 Dates included: 10/26 through 11/6	Payroll Date: 3/30/2021 Due at F.O.: 3/8/2021 Dates included: 2/22 through 3/5
Payroll Date: 8/14/2020 Due at F.O.: 7/27/2020 Dates included: 7/13 through 7/24	Payroll Date: 12/15/2020 Due at F.O.: 11/20/2020 Dates included: 11/9 through 11/20	Payroll Date: 4/15/2021 Due at F.O.: 3/19/2021 Dates included: 3/8 through 3/19
Payroll Date: 8/28/2020 Due at F.O.: 8/14/2020 Dates included: 7/27 through 8/14	Payroll Date: 12/30/2020 Due at F.O.: 12/7/2020 Dates included: 11/23 through 12/4	Payroll Date: 4/30/2021 Due at F.O.: 4/12/2021 Dates included: 3/22 through 4/9
Payroll Date: 9/15/2020 Due at F.O.: 8/31/2020 Dates included: 8/17 through 8/28	Payroll Date: 1/15/2021 Due at F.O.: 12/18/2020 Dates included: 12/7 through 12/31	Payroll Date: 5/14/2021 Due at F.O.: 4/26/2021 Dates included: 4/12 through 4/23
Payroll Date: 9/30/2020 Due at F.O.: 9/14/2020 Dates included: 8/31 through 9/11	Payroll Date: 1/29/2021 Due at F.O.: 1/11/2021 Dates included: 1/4 through 1/8	Payroll Date: 5/28/2021 Due at F.O.: 5/10/2021 Dates included: 4/26 through 5/7
Payroll Date: 10/15/2020 Due at F.O.: 9/28/2020 Dates included: 9/14 through 9/25	Payroll Date: 2/12/2021 Due at F.O.: 1/25/2021 Dates included: 1/11 through 1/22	Payroll Date: 6/15/2021 Due at F.O.: 5/28/2021 Dates included: 5/10 through 5/28
Payroll Date: 10/30/2020 Due at F.O.: 10/12/2020 Dates included: 9/28 through 10/9	Payroll Date: 2/26/2021 Due at F.O.: 2/8/2021 Dates included: 1/25 through 2/5	Payroll Date: 6/30/2021 Due at F.O.: 6/4/2021 Dates included: 5/31 through 6/30 Project time if applicable