



MONTHLY 2021 – 2022 PAY CALENDAR

Direct deposit funds are available to the banks the day before the payday. However, every bank has a different policy regarding availability of direct deposit funds. The following are the tentative scheduled pay dates and periods for the 2021/2022 school year. **These dates are subject to change.**

Month	Pay Check Date	Direct Deposit Date	Absences Taken During Dates Below Will Process on Corresponding Check Date	Manual Time Cards Are Due to Payroll <small>*Employees Paid Monthly*</small>
August	8/27/2021	8/26/2021	06/26/2021 to 07/30/2021	8/06/2021
September	9/24/2021	9/23/2021	07/31/2021 to 08/27/2021	9/03/2021
October	10/22/2021	10/21/2021	08/28/2021 to 09/24/2021	10/1/2021
**November	11/19/2021	11/18/2021	09/25/2021 to 10/29/2021	11/5/2021
**December	12/17/2021	12/16/2021	10/30/2021 to 11/26/2021	12/3/2021
^^January	1/21/2022	1/21/2022	11/27/2021 to 12/31/2021	1/07/2022
February	2/25/2022	2/25/2022	01/01/2022 to 01/28/2022	2/05/2022
^^March	3/25/2022	3/25/2022	01/29/2022 to 02/25/2022	3/04/2022
April	4/29/2022	4/28/2022	02/26/2022 to 03/25/2022	4/08/2022
May	5/27/2022	5/26/2022	03/26/2022 to 04/29/2022	5/06/2022
June	6/24/2022	6/23/2022	04/30/2022 to 05/27/2022	6/03/2022
July	7/29/2022	7/28/2022	05/28/2022 to 06/30/2022	7/08/2022

Exempt (Professional) employees pay is pro-rated. Exempt employees pay is not based on the highlighted pay period. The highlighted pay period represents when absences taken will process.

Non-Exempt employees pay is pro-rated. The highlighted pay period represents when absences taken will process. Paid extra hours and overtime hours worked are also based on highlighted dates and process on corresponding paycheck.

For Employees that are not on direct deposit, your June & July checks are mailed to the address on file. Please ensure that your address is correct with Human Resources Personnel Services or Auxiliary Services.

****Early Pay Dates**

^^Due to Monday holiday direct deposit is on Friday



SEMI-MONTHLY 2021 – 2022 PAY CALENDAR

Direct deposit funds are available to the banks the day before the payday. However, every bank has a different policy regarding availability of direct deposit funds. The following are the tentative scheduled pay dates and periods for the 2021/2022 school year. **These dates are subject to change.**

Month	Pay Check Date	Direct Deposit Date	Period Covered	Number of Pay Weeks	Manual Green/White Time Cards Due to Payroll for Temps/Student Workers
August	8/13/2021	8/12/2021	07/17/2021 to 07/30/2021	2	8/04/2021
August	8/27/2021	8/26/2021	07/31/2021 to 08/13/2021	2	8/18/2021
**September	9/10/2021	9/10/2021	08/14/2021 to 08/27/2021	2	9/01/2021
September	9/24/2021	9/23/2021	08/28/2021 to 09/10/2021	2	9/15/2021
October	10/08/2021	10/07/2021	09/11/2021 to 09/24/2021	2	9/29/2021
October	10/22/2021	10/21/2021	09/25/2021 to 10/08/2021	2	10/13/2021
November	11/05/2021	11/04/2021	10/09/2021 to 10/22/2021	2	10/27/2021
November	11/19/2021	11/18/2021	10/23/2021 to 11/05/2021	2	11/10/2021
*December	12/03/2021	12/03/2021	11/06/2021 to 11/19/2021	2	11/24/2021
December	12/17/2021	12/16/2021	11/20/2021 to 12/03/2021	2	12/08/2021
**January	1/07/2022	1/07/2022	12/04/2021 to 12/24/2021	3	12/29/2021
**January	1/21/2022	1/21/2022	12/25/2021 to 01/07/2022	2	1/12/2022
February	2/04/2022	2/03/2022	01/08/2022 to 01/21/2022	2	1/26/2022
**February	2/25/2022	2/25/2022	01/22/2022 to 02/11/2022	3	2/16/2022
March	3/11/2022	3/10/2022	02/12/2022 to 02/25/2022	2	3/02/2022
**March	3/25/2022	3/25/2022	02/26/2022 to 03/11/2022	2	3/16/2022
April	4/08/2022	4/07/2022	03/12/2022 to 03/25/2022	2	3/30/2022
April	4/29/2022	4/28/2022	03/26/2022 to 04/15/2022	3	4/20/2022
May	5/13/2022	5/12/2022	04/16/2022 to 04/29/2022	2	5/04/2022
May	5/27/2022	5/26/2022	04/30/2022 to 05/13/2022	3	5/18/2022
June	6/10/2022	6/09/2022	05/14/2022 to 05/27/2022	2	6/01/2022
June	6/24/2022	6/23/2022	05/28/2022 to 06/10/2022	2	6/15/2022
July	7/08/2022	7/07/2022	06/11/2022 to 06/24/2022	2	6/29/2022
July	7/29/2022	7/28/2022	06/25/2022 to 07/15/2022	3	7/20/2022

Manual Time Card Notes:

★ All paper cards are a manual process that involves several departments. We will do our best to process all cards that are turned in on time as soon as possible.

*Due to Thanksgiving Break direct deposit is on Friday

**Due to Monday holiday direct deposit is on Friday