

Time Sheet and Payroll Change Schedule 2020-2021 School Year

All time sheets are due by the end of the day on the due date.

Any questions regarding dates on this schedule contact Denise Brown at 281-3434 ext. #1219.

Payroll changes need to be turned in by the due date.

For example if we receive a payroll change on or before 8/19/20 the change will be effective on the 9/15/20 payroll.

Examples of Payroll changes:

Terminations/Resignations, Change of Address, W-4 form, deductions, direct deposit, etc.

PAR due dates are listed below

NOTE: Dates covered start on Saturday and end on Friday.

- * One Week
- *** Three Weeks
- **** Four Weeks
- ***** Five Weeks

<u>PAR'S Due to HC</u>	<u>PAR'S Due to BO</u>	<u>Time Sheets & PR Changes Date Due</u>	<u>Dates Covered</u>	<u>Pay Date</u>
07/27/20	07/31/20	08/19/20	08-01-20 to 08-14-20	09/15/20
08/10/20	08/14/20	09/09/20	08-15-20 to 09-04-20 ***	09/30/20
08/31/20	09/04/20	09/23/20	09-05-20 to 09-18-20	10/15/20
09/14/20	09/18/20	10/07/20	09-19-20 to 10-02-20	10/30/20
09/28/20	10/02/20	10/21/20	10-03-20 to 10-16-20	11/13/20
10/12/20	10/16/20	11/04/20	10-17-20 to 10-30-20	11/20/20
				12/15/20
10/26/20	10/30/20	12/02/20	10-31-20 to 11-27-20 ****	12/18/20
*** 11/16/20	11/20/20	12/09/20	11-28-20 to 12-04-20 *	01/15/21
11/30/20	12/04/20	01/13/21	12-05-20 to 01-08-21 *****	01/29/21
01/04/21	01/08/21	01/20/21	01-09-21 to 01-15-21 *	02/12/21
01/11/21	01/15/21	02/03/21	01-16-21 to 01-29-21	02/26/21
01/25/21	01/29/21	02/17/21	01-30-21 to 02-12-21	03/12/21
02/08/21	02/12/21	03/03/21	02-13-21 to 02-26-21	03/31/21
02/22/21	02/26/21	03/10/21	02-27-21 to 03-05-21 *	04/15/21
03/01/21	03/05/21	04/07/21	03-06-21 to 04-02-21 ****	04/30/21
03/29/21	04/02/21	04/21/21	04-03-21 to 04-16-21	05/14/21
04/12/21	04/16/21	05/05/21	04-17-21 to 04-30-21	05/28/21
04/26/21	04/30/21	05/19/21	05-01-21 to 05-14-21	06/15/21
05/10/21	05/14/21	06/09/21	05-15-21 to 06-04-21 ***	06/30/21
05/31/21	06/04/21	06/23/21	06-05-21 to 06-18-21	07/15/21
06/14/21	06/18/21	07/07/21	06-19-21 to 07-02-21	07/30/21
06/28/21	07/02/21	07/21/21	07-03-21 to 07-16-21	08/13/21
07/12/21	07/16/21	08/04/21	07-17-21 to 07-30-21	08/31/21

Approved by: Debra George
Date: 4/16/2020