

Time Sheet and Payroll Change Schedule 2021-2022 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 8/18/21 the change will be effective on the 9/15/21 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>
07/26/21	07/30/21	08/18/21	07-31-21 to 08-13-21	09/15/21
08/09/21	08/13/21	09/08/21	08-14-21 to 09-03-21 ***	09/30/21
08/30/21	09/03/21	09/22/21	09-04-21 to 09-17-21	10/15/21
09/13/21	09/17/21	10/06/21	09-18-21 to 10-01-21	10/29/21
09/27/21	10/01/21	10/20/21	10-02-21 to 10-15-21	11/15/21
10/11/21	10/15/21	11/03/21	10-16-21 to 10-29-21	11/19/21
				12/15/21
10/25/21	10/29/21	12/01/21	10-30-21 to 11-26-21 ****	12/17/21
11/15/21	11/19/21	12/08/21	11-27-21 to 12-03-21 *	01/14/22
11/29/21	12/01/21	01/12/22	12-04-21 to 01-07-22 *****	01/31/22
01/03/22	01/07/22	01/19/22	01-08-22 to 01-14-22 *	02/15/22
01/10/22	01/14/22	02/02/22	01-15-22 to 01-28-22	02/28/22
01/24/22	01/28/22	02/16/22	01-29-22 to 02-11-22	03/11/22
02/07/22	02/11/22	03/02/22	02-12-22 to 02-25-22	03/31/22
02/21/22	02/25/22	03/09/22	02-26-22 to 03-04-22 *	04/14/22
02/28/22	03/04/22	04/06/22	03-05-22 to 04-01-22 ****	04/29/22
03/28/21	04/01/22	04/20/22	04-02-22 to 04-15-22	05/13/22
04/11/22	04/15/22	05/04/22	04-16-22 to 04-29-22	05/31/22
04/25/22	04/29/22	05/18/22	04-30-22 to 05-13-22	06/15/22
05/09/22	05/13/22	06/08/22	05-14-22 to 06-03-22 ***	06/30/22
05/30/22	06/03/22	06/22/22	06-04-22 to 06-17-22	07/15/22
06/13/22	06/17/22	07/06/22	06-18-22 to 07-01-22	07/29/22
06/27/22	07/01/22	07/20/22	07-02-22 to 07-15-22	08/15/22
07/11/22	07/15/22	08/03/22	07-16-22 to 07-29-22	08/31/22

Approved by: *Debra George*
Date: 4/27/2021