

**10 MONTH PERSONNEL**

**2021-2022 PAYROLL PERIOD SCHEDULE**

Pay#/Run#	Pay Period	Date Payroll Due	Pay Date	03, '04, '05, '06, '11, '23 30, '34, '35, '36, '41 Tchrs /Aides, Lib Chk, Fd Srv Manager	08, '09, 39, 39, 43, 44 Sec, Bkprs, Guid & Data Clerks, Career Assistant	10 Mth Custodian	37, 46	10, 40 Food Service Workers	07, 12, 42, 47, 48 Bus Drivers Bus Attendant 186 Day Aide
June	6/1 - 6/17	summer hrs 6/22	summer hrs 6/30	0	0	0	0	0	0
July	6/18-7/16	summer hrs 7/20	summer hrs 7/30	0	0	0	0	0	0
August	7/17-8/8	summer hrs 8/13	summer hrs 8/31	0	0	0	0	0	0
August	8/9-8/19	8/23	8/31/21	9	9	8/5 - 11 days	8/9 - 8 days	8/9 - 7 days	
September	8/20-9/17	9/21	9/30/21	21	21	21	21	21	21
October	9/18-10/20	10/22	10/29/21	23	23	23	23	23	23
November	10/21-11/12	11/16	11/30/21	17	17	17	16	16	16
December	11/13-12/10	12/14	12/22/21	17	17	17	17	17	17
January	12/11-1/20	1/24	1/31/22	18	18	18	17	17	15
February	1/21-2/15	2/17	2/28/22	18	18	18	17	17	17
March	2/16-3/16	3/18	3/31/22	20	20	20	20	20	20
April	3/17-4/18	4/21	4/29/22	16	16	16	16	16	16
May	4/19-5/18	5/20	5/31/22	22	22	22	22	22	22
June	5/19-6/8	6/10	6/30/22	15	6/14 - 19 days	6/10 - 17 days	6/6 - 13 days	6/3 - 12 days	
# Duty Days	Emp with 12 check election	6/30/2022	6/30/2022	196	200	200	190	186	186
				196	200	200	190	186	186

**12 MONTH PERSONNEL - Teacher, Principals, Asst. Principals, Custodians, Maintenance, Mechanics, District Office**

Pay#/Run#	Pay Period	Date Payroll Due	Pay Date	# Duty Days / PH	1 & 20 365 days	13,14,17,18,26 32,33,45 260 days	Hourly	Substitutes
July	7/1-7/31	7/20	7/31/21	21 / 1				81,91,92,93, 94,95,98
August	8/1-8/31	8/23	8/31/21	22 / 0	Leave should be input on a daily basis, but ALL LEAVE MUST BE ENTERED BY NOON OF PAYROLL DUE DATE			
September	9/1-9/30	9/21	9/30/21	21 / 1				
October	10/1-10/31	10/22	10/31/21	21 / 0				
November	11/1-11/30	11/16	11/30/21	17 / 1				
December	12/1-12/31	12/14	12/22/21	16 / 1				
* January	1/1-1/31	1/24	1/31/22	17 / 1	ALL TIME SHEETS MUST BE RECEIVED BY 1:00 pm OF THE PAYROLL DUE DATE			
February	2/1-2/28	2/17	2/28/22	19 / 0				
March	3/1-3/31	3/18	3/31/22	22 / 0				
April	4/1-4/30	4/21	4/29/22	19 / 0				
May	5/1-5/31	5/20	5/31/22	21 / 1				
June	6/1-6/30	6/22	6/30/22	22 / 0				
			Total # Duty Days / PH	238 / 6	incomplete time sheets will be returned to the cost center and paid on next payroll			
			Total Days in Year	261				
			Total Non-Paid Days in Year	17				
			Total Paid Days in Year	238				
			Total Paid Holidays in Year	6				

Note: When questioned, the 6 paid holidays will be designated as: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's, and Memorial Day