

SUPPLEMENTAL PAY/LEAVE POSTING PERIODS**

MONTHLY CUT-OFF DATES **2021-2022 SCHOOL YEAR**

<u>PAYROLL PERIOD</u>	<u>DUE BY NOON</u>	<u>PAY DATE</u>
August 1 - August 31	September 1	September 15
September 1 - September 30	October 1	October 15
October 1 - October 31	November 1	November 15
November 1 - November 30	December 1	December 15
December 1 - December 12	December 13	January 14
December 13 - January 31	February 1	February 15
February 1 - February 20	February 21	March 4
February 21 - March 31	April 1	April 14
April 1 - April 30	May 2	May 13
May 1 - May 31	June 1	June 15
June 1 - June 19	June 20	July 14
June 20 - July 31	August 1	August 15

**PLEASE TURN IN ALL REPORTS ONCE A WEEK AND ON
THE DUE DATE**

**** True Time timesheets: Due weekly on Monday.
Supervisors: Please approve by noon on Tuesday.**