

****SEMI-MONTHLY CUT-OFF DATES/LEAVE POSTING PERIODS
2021-2022 SCHOOL YEAR**

<u>PAYROLL PERIOD</u>	<u>DUE BY NOON</u>	<u>PAY DATE</u>
August 2 - August 15	August 16	September 15
August 16 – August 29	August 30	September 30
August 30- September 12	September 13	October 15
September 13 – September 26	September 27	October 29
September 27 - October 10	October 11	November 15
October 11 – October 24	October 25	November 30
October 25 - November 7	November 8	December 15
November 8 – November 28	November 29	December 30
November 29 - December 12	December 13	January 14
December 13 - January 2	January 3	January 28
January 3 - January 16	January 17	February 15
January 17 – January 30	January 31	February 25
January 31 - February 13	February 14	March 4
February 14 – February 27	February 28	March 30
February 28 - March 20	March 21	April 14
March 21 – April 3	April 4	April 29
April 4 - April 17	April 18	May 13
April 18 - May 1	May 2	May 26
May 2 - May 15	May 16	June 15
May 16 – May 29	May 31	June 30
May 30- June 12	June 13	July 14
June 13 – June 26	June 27	July 29
June 27 - July 10	July 11	August 15
July 11 – July 31	August 1	August 30

**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.**