

COMMUNITY HIGH SCHOOL DISTRICT #94

MEMORANDUM

Date: 3-20-20

TO: ALL STAFF
 FROM: Payroll
 RE: **2020-2021** PAYROLL SCHEDULE

Please use the schedule below for timesheet submittal as indicated for each payroll cycle.

This schedule will be a guideline for processing timesheets submitted for custodians, part-time workers, substitutes, student workers, cafeteria supervisors, adult education personnel, and authorized extra-duty.

It will also function as a guideline for processing dock days, and reporting sick time on paycheck stubs.

<u>REPORTS COVER THE FOLLOWING PAY PERIODS</u>	<u>TIME REPORTS DUE</u>	<u>2020-2021 PAYCHECK ISSUED</u>
06/15-06/28 06/29-07/12	June 30, 2020 July 14, 2020	July 15, 2020 July 31, 2020
07/13-07/26 07/27-08/16	July 28, 2020 August 18, 2020	August 14, 2020 August 31, 2020
08/17-08/30 08/31-09/13	September 1, 2020 September 15, 2020	September 15, 2020 September 30, 2020
09/14-9/27 9/28-10/11	September 29, 2020 October 13, 2020	October 15, 2020 October 30, 2020
10/12-10/25 10/26-11/08	October 27, 2020 November 10, 2020	November 13, 2020 November 30, 2020
11/09-11/22 11/23-12/06	November 24, 2020 December 8, 2020	December 15, 2020 December 30, 2020
12/07-12/27 12/28-01/10	December 29, 2020 January 12, 2021	January 15, 2021 January 29, 2021
01/11-01/24 01/25-02/07	January 26, 2021 February 9, 2021	February 12, 2021 February 26, 2021
02/08-02/21 02/22-03/07	February 23, 2021 March 9, 2021	March 15, 2021 March 31, 2021
03/08-03/28 03/29-04/11	March 30, 2021 April 13, 2021	April 15, 2021 April 30, 2021
04/12-04/25 04/26-05/09	April 27, 2021 May 11, 2021	May 14, 2021 May 28, 2021
05/10-05/30 05/31-06/13	June 1, 2021 June 15, 2021	June 15, 2021 June 30, 2021
06/14-06/27 06/28-07/11	June 29, 2021 July 13, 2021	July 15, 2021 July 30, 2021
07/12-07/25 07/26-08/15	July 27, 2021 August 17, 2021	August 13, 2021 August 31, 2021