

# SUBSTITUTES AND PART-TIMERS

## PAYROLL REPORTING SCHEDULE

2021-2022

WEEKLY PAYROLL REPORT PERIOD			WEEKLY PAYROLL REPORT DUE DATE	PAY DATE
06-19-21	THRU	06-25-21	06/28/21	
06-26-21	THRU	07-02-21	07-12-21	<b><i>07-23-21</i></b>
07-10-21	THRU	07-16-21	07-19-21	
07-17-21	THRU	07-23-21	07-26-21	<b><i>08-06-21</i></b>
07-24-21	THRU	07-30-21	08-02-21	
07-31-21	THRU	08-06-21	08-09-21	<b><i>08-20-21</i></b>
08-07-21	THRU	08-13-21	08-16-21	<b><i>09-03-21</i></b>
08-14-21	THRU	08-20-21	08-23-21	<i>(5 days)</i>
08-21-21	THRU	08-27-21	08-30-21	
08-28-21	THRU	09-03-21	<b>09-07-21</b>	<b><i>09-17-21</i></b>
				<i>(10 days)</i>
09-04-21	THRU	09-10-21	09-13-21	<b><i>10-01-21</i></b>
09-11-21	THRU	09-17-21	09-20-21	<i>(9 days)</i>
09-18-21	THRU	09-24-21	09-27-21	
<b>09-25-21</b>	<b>THRU</b>	<b>10-01-21</b>	<b>10-04-21</b>	<b><i>10-15-21</i></b>
				<i>(10 days)</i>
10-02-21	THRU	10-08-21	10-12-21	<b><i>10-29-21</i></b>
10-09-21	THRU	10-15-21	10-18-21	<i>(8 days)</i>
10-16-21	THRU	10-22-21	10-25-21	<b><i>11-12-21</i></b>
10-23-21	THRU	10-29-21	11-01-21	<i>(10 days)</i>

**REMINDER:** HOLIDAY AND SPECIAL RUN WEEKS REQUIRE YOUR PAYROLL TO BE SUBMITTED TO PAYROLL EARLY. PLEASE BE SURE TO MAKE NOTE OF THOSE DATES. DATES ARE LISTED IN RED.

PAYROLL SCHEDULES MAY AT TIMES BE UPDATED TO REFLECT UNEXPECTED CHANGES DURING THE SCHOOL YEAR. PLEASE CHECK THE ONLINE PAYROLL MANUAL PERIODICALLY FOR REVISED/UPDATED PAYROLL SCHEDULES.

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10-30-21	THRU	11-05-21		11-08-21	<b>11-26-21</b> <i>(5 days)</i>
<b>11-06-21</b>	<b>THRU</b>	<b>11-12-21</b>		<b>11-15-21</b>	<b>12-10-21</b> <i>(10 days)</i>
11-13-21	THRU	11-19-21		11-29-21	
11-27-21	THRU	12-03-21		12-06-21	<b>12-24-21</b> <i>(5 days)</i>
<b>12-04-21</b>	<b>THRU</b>	<b>12-10-21</b>		<b>12-13-21</b>	<b>01-07-22</b> <i>(5 days)</i>
12-11-21	THRU	12-17-21		01-03-22	
<b>01-01-22</b>	<b>THRU</b>	<b>01-07-22</b>	<b>Campus Intersession Non Work Days</b>	01-10-22	<b>01-21-22</b> <i>(5 days)</i>
01-08-22	THRU	01-14-22		01-18-22	<b>02-04-22</b> <i>(8 days)</i>
01-15-22	THRU	01-21-22		01-24-22	
01-22-22	THRU	01-28-22		01/31/22	
<b>01-29-22</b>	<b>THRU</b>	<b>02-04-24</b>		<b>02-07-22</b>	<b>02-18-22</b> <i>(10 days)</i>
02-05-22	THRU	02-11-22		02-14-22	<b>03-03-22</b> <i>(9 days)</i>
02-12-22	THRU	02-18-22		02-22-22	
<b>02-19-22</b>	<b>THRU</b>	<b>02-25-22</b>		<b>02-28-22</b>	<b>03-18-22</b> <i>(5 days)</i>

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02-26-22	THRU	03-04-22		03-14-22	<b>04-01-22</b>
<b>03-12-22</b>	<b>THRU</b>	<b>03-18-22</b>	<b>Campus Intersession Non Work Days</b>	03-21-22	<i>(4 days)</i>
03-19-22	THRU	03-25-22		03-28-22	
<b>03-26-22</b>	<b>THRU</b>	<b>04-01-22</b>		<b>04-04-22</b>	<b>04-14-22</b>
					<i>(8 days)</i>
04-02-22	THRU	04-08-22		04-11-22	
<b>04-09-22</b>	<b>THRU</b>	<b>04-15-22</b>		<b>04-18-22</b>	<b>04-29-22</b>
					<i>(10 days)</i>
04-16-22	THRU	04-22-22		04-25-22	<b>05-13-22</b>
04-23-22	THRU	04-29-22		05-02-22	<i>(9 days)</i>
04-30-22	THRU	05-06-22		05-09-22	
05-07-22	THRU	05-13-22		05-16-22	<b>05-27-22</b>
					<i>(10 days)</i>
05-14-22	THRU	05-20-22		05-23-21	
<b>05-21-22</b>	<b>THRU</b>	<b>05-27-22</b>		<b>05-31-22</b>	<b>06-10-22</b>
					<i>(10 days)</i>
05-28-22	THRU	06-03-22		06-06-22	<b>06-24-22</b>
06-04-22	THRU	06-10-22		06-13-22	<i>(9 days)</i>
<b>06-11-22</b>	<b>THRU</b>	<b>06-17-22</b>		<b>06-20-22</b>	<b>07-08-22</b>
					<i>(4 days)</i>

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06-25-22 THRU 07-01-22	07-11-22	<b>07-22-22</b>
07-09-22 THRU 07-15-22	07-18-22	
07-16-22 THRU 07-22-22	07-25-22	<b>08-05-22</b>
07-23-22 THRU 07-29-22	08-01-22	
07-30-22 THRU 08-05-22	08-08-22	<b>08-19-22</b>
08-06-22 THRU 08-12-22	08-15-22	
<b>08-13-22 THRU 08-19-22</b>	<b>08-22-22</b>	<b>09-02-22</b>
08-20-22 THRU 08-26-22	08-29-22	<b>09-16-22</b>
08-27-22 THRU 09-02-22	09-05-22	
09-03-22 THRU 09-09-22	09-12-22	
09-10-22 THRU 09-16-22	09-19-22	<b>09-30-22</b>
09-17-22 THRU 09-23-22	09-26-22	
09-24-22 THRU 09-30-22	10-03-22	<b>10-14-22</b>

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