

2020 - 21 Payroll Calendar

9 Month

Pay Period Start Date	Pay Period End Date	Timesheets Due In Payroll Office	Payable Days	Un-Paid Days	Paid Holidays	Pay Date	
First day of School Aug 27th							
Thursday, August 27, 20	Saturday, September 5, 20	9/8/20	7			Friday, September 18, 20	
Sunday, September 6, 20	Sunday, September 20, 20	9/21/20	10		9/7	Monday, October 5, 20	
Monday, September 21, 20	Monday, October 5, 20	10/7/20	10	9/25		Tuesday, October 20, 20	
Tuesday, October 6, 20	Tuesday, October 20, 20	10/22/20	11			Thursday, November 5, 20	
Wednesday, October 21, 20	Thursday, November 5, 20	11/6/20	9	10/30, 11/2&3		Friday, November 20, 20	
Friday, November 6, 20	Friday, November 20, 20	11/23/20	11	11/4		Saturday, December 5, 20	
Saturday, November 21, 20	Saturday, December 5, 20	12/7/20	8	11/25,27	11/26	Friday, December 18, 20	
Sunday, December 6, 20	Sunday, December 20, 20	12/11/20	10			Tuesday, January 5, 21	
*** Monday, December 21, 20	Tuesday, January 5, 21	1/6/21	4	12/21-24, 12/28-31	12/25 & 1/1	Wednesday, January 20, 21	***
Wednesday, January 6, 21	Wednesday, January 20, 21	1/22/21	10	1/15	1/18	Friday, February 5, 21	
Thursday, January 21, 21	Friday, February 5, 21	2/8/21	12			Friday, February 19, 21	
Saturday, February 6, 21	Saturday, February 20, 21	2/22/20	9	2/12	2/15	Friday, March 5, 21	
Sunday, February 21, 21	Friday, March 5, 21	3/8/21	10			Friday, March 19, 21	
Saturday, March 6, 21	Saturday, March 20, 21	3/22/21	9	3/19		Monday, April 5, 21	
*** Sunday, March 21, 21	Monday, April 5, 21	4/6/21	6	3/22-26	4/2	Tuesday, April 20, 21	***
Tuesday, April 6, 21	Tuesday, April 20, 21	4/21/21	11			Wednesday, May 5, 21	
Wednesday, April 21, 21	Wednesday, May 5, 21	5/6/21	11			Thursday, May 20, 21	
Thursday, May 6, 21	Thursday, May 20, 21	5/21/21	11			Friday, June 4, 21	
Friday, May 21, 21	Saturday, June 5, 21	6/7/21	11	5/28	31-May	Friday, June 18, 21	
Sunday, June 6, 21	Sunday, June 20, 21	6/21/21	2			Monday, July 5, 21	

*** PLEASE NOTE: TIMESHEETS ARE DUE IN PAYROLL PRIOR TO THE END OF THE PAYDATE TO ACCOMMODATE HOLIDAYS AND END OF THE SCHOOL YEAR ***

PLEASE NOTE: Timesheets not in the payroll office on the due date will NOT be paid. They will be paid on the next pay date.

Timesheets must be approved by the appropriate supervisor to be eligible for payment.

All time will be paid according to the approved time in Novatime; please review your time before it is due to ensure accuracy.

9 Month Staff are not paid for snow days or any days school is not in session except for the Holidays approved by the SAB.

The last day of school is expected to be May 28, 2021. The pay days of June 20 and July 5 are included in the event of exceeding our snow days.

Un-Paid Days: Dates that students are NOT in attendance and 9 month staff are not required to work.