

PAYROLL REPORTING SCHEDULE

2020-21

*Pay Period	# of Days	# of Days	**Reporting Period		Speed at 8 am	Due in Finance	Paydate	Pay Day	# of Wks
	Inst.	Oth.	Beg	End					
Jul 1 - 31		23	7/1	7/10	7/15	7/16	Jul 31	Fri	2
Aug 10 - Sept 8 (1/2)	21.5	21	7/11	8/7	8/12	8/13	Aug 31	Mon	4
Sept 8 (1/2) - Oct 7	21.5	22	8/8	9/4	9/9	9/10	Sept 30	Wed	4
Oct 8 - Nov 6 (1/2)	21.5	22	9/5	10/2	10/7	10/8	Oct 30	Fri	4
Nov 6 (1/2) - Dec 7	21.5	21	10/3	10/30	11/3	11/4	Nov 30	Mon	4
Dec 8 - Jan 7 (1/2)	21.5	23	10/31	11/27	12/1	12/2	Dec 18	Fri	4
Jan 7 (1/2) - Feb 5	21.5	21	11/28	1/1	1/6	1/7	Jan 29	Fri	5
Feb 6 - Mar 9 (1/2)	21.5	20	1/2	1/29	2/3	2/4	Feb 26	Fri	4
Mar 9 (1/2) - Apr 7	21.5	23	1/30	2/26	3/3	3/4	Mar 31	Wed	4
Apr 8 - May 7 (1/2)	21.5	22	2/27	3/26	3/31	4/1	Apr 30	Fri	4
May 7 (1/2) - June 7	21.5	21	3/27	4/30	5/5	5/6	May 28	Fri	5
10 month Hourly			5/1	6/7	6/8	6/8	Jun 24	Fri	5
11 & 12 month employees		20	5/1	6/11	6/14	6/14	Jun 24	Fri	6
Final Timesheets									
Projected 11 & 12 month			6/12	6/30		6/14	Paid Jun 24		2w3d
Final 11 & 12 month			6/12	6/30		7/1	Paid Jun 24		2w3d
*Pay Period:									
Instructional personnel are paid for 21.5 day periods.									
10 month salaried employees are paid for the dates in the Pay Period range and will be paid August - May.									
Traditional installment checks will be paid in June and July.									
**Reporting Period:									
SUBSTITUTE TEACHERS and HOURLY EMPLOYEES are paid for this date range.									
10 month hourly employees are paid for the dates in the Reporting Period range and will be paid September - June.									
Absences for all employees are reported using the Reporting Period date range.									
Dillard Academy teachers, 11 and 12 month employees are paid from the first to the last day of each calendar month.									
Installment checks for Dillard Academy teachers will be paid in May and June.									