

**21-22 PAYROLL REPORTING SCHEDULE**

approved 6/16/21

**2021-2022**

*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		22	7/1	7/9	7/14	7/15	Jul 30	Fri	1w2d
Aug 13 - Sept 13 (1/2)	21.5	22	7/10	8/6	8/11	8/12	Aug 31	Tues	4
Sept 13 (1/2) - Oct 12	21.5	22	8/7	9/3	9/8	9/9	Sept 30	Thurs	4
Oct 13 - Nov 11 (1/2)	21.5	21	9/4	10/1	10/6	10/7	Oct 29	Fri	4
Nov 11 (1/2) - Dec 10	21.5	22	10/2	10/29	11/2	11/3	Nov 30	Tues	4
Dec 11 - Jan 12 (1/2)	21.5	23	10/30	11/26	11/30	12/1	Dec 17	Fri	4
Jan 12 (1/2) - Feb 10	21.5	21	11/27	12/31	1/5	1/6	Jan 31	Mon	5
Feb 11 - Mar 14 (1/2)	21.5	20	1/1	1/28	2/2	2/3	Feb 28	Mon	4
Mar 14 (1/2) - Apr 12	21.5	23	1/29	2/25	3/2	3/3	Mar 31	Thurs	4
Apr 13 - May 12 (1/2)	21.5	21	2/26	3/25	3/30	3/31	Apr 29	Fri	4
May 12 (1/2) - June 10	21.5	22	3/26	4/29	5/4	5/5	May 31	Tues	5
10 month Hourly			4/30	6/10	6/13	6/13	Jun 24	Fri	6
11 & 12 month employees		22	4/30	6/10	6/13	6/13	Jun 24	Fri	6
<b>Final Timesheets</b>									
Projected 11 & 12 month			6/11	6/30		6/14	Paid Jun 24		2w4d
Final 11 & 12 month			6/11	6/30		7/1	Paid Jun 24		2w4d
<b>*Pay Period:</b>									
Instructional personnel are paid for 21.5 day pay periods.									
10 month <b>salaried</b> employees are paid for the dates in the <b>Pay Period</b> range and will be paid August - May.									
<b>**Reporting Period:</b>									
<b>SUBSTITUTE TEACHERS</b> and <b>HOURLY EMPLOYEES</b> are paid monthly for the Reporting Period range.									
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.									
Dillard Academy teachers will continue 12 month pay.									