

9 Month Payroll Calendar 2021-22

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 23th							
Sunday, August 23, 2020	Sunday, September 05, 2021	9/7/21	10			Monday, September 20, 2021	
Monday, September 06, 2021	Monday, September 20, 2021	9/22/21	11		9/6	Tuesday, October 05, 2021	
Tuesday, September 21, 2021	Tuesday, October 05, 2021	10/7/21	10	9/24		Wednesday, October 20, 2021	
Wednesday, October 06, 2021	Wednesday, October 20, 2021	10/22/20	11			Friday, November 05, 2021	
Thursday, October 21, 2021	Friday, November 05, 2021	11/8/21	9	10/29, 11/1&2		Friday, November 19, 2021	
Saturday, November 06, 2021	Saturday, November 20, 2021	11/22/21	10			Friday, December 03, 2021	
Sunday, November 21, 2021	Sunday, December 05, 2021	12/6/21	8	11/24,26	11/25	Monday, December 20, 2021	
Monday, December 06, 2021	Monday, December 20, 2021	12/10/21	10			Wednesday, January 05, 2022	
*** Tuesday, December 21, 2021	Wednesday, January 05, 2022	1/7/22	4	12/20-23, 12/27-31	12/25	Thursday, January 20, 2022	***
Thursday, January 06, 2022	Thursday, January 20, 2022	1/21/22	10	1/14	1/17	Friday, February 04, 2022	
Friday, January 21, 2022	Saturday, February 05, 2022	2/7/22	11			Friday, February 18, 2022	
Sunday, February 06, 2022	Sunday, February 20, 2022	2/22/22	9	2/11		Friday, March 04, 2022	
Monday, February 21, 2022	Saturday, March 05, 2022	3/7/22	10		2/21	Friday, March 18, 2022	
Sunday, March 06, 2022	Sunday, March 20, 2022	3/22/22	10			Tuesday, April 05, 2022	
*** Monday, March 21, 2022	Tuesday, April 05, 2022	4/7/22	6	3/21-25,4/1		Wednesday, April 20, 2022	***
Wednesday, April 06, 2022	Wednesday, April 20, 2022	4/21/22	11		4/15	Thursday, May 05, 2022	
Thursday, April 21, 2022	Thursday, May 05, 2022	5/6/22	11			Friday, May 20, 2022	
Friday, May 06, 2022	Friday, May 20, 2022	5/23/22	11			Friday, June 03, 2022	
Saturday, May 21, 2022	Sunday, June 05, 2022	6/6/22	5		30-May	Monday, June 20, 2022	
Monday, June 06, 2022	Monday, June 20, 2022	6/21/22				Tuesday, July 05, 2022	

*** 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 27, 2022. 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.