**Lake Wales Charter Schools**

**Payroll Schedule**

**2021-2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Period Begins** | **Payroll Period Ends** | **Payroll Totals Due by 9:00 AM** | **Check Date** |
| July 1 | July 7 | July 8 | July 15 |
| July 8 | July 22 | July 23 | July 30  |
| July 23 | August 5 | August 6 | August 13 |
| August 6 | August 23  | August 24 | August 31 |
| August 24 | September 3 | September 7  | September 15 |
| September 4 | September 22  | September 23 | September 30 |
| September 23 | October 6 | October 7 | October 15 |
| October 7 | October 21 | October 22 | October 29  |
| October 22 | November 4 | November 5 | November 15 |
| November 5 | November 12 | November 15 | November 30 |
| Special activity will be processed on 12/15/2021 |
| November 13 | December 7 | December 8 | December 15  |
| As you can see time is not reported for this run. Only exceptions will be processed. A journal will be sent for review. Special activity will be processed on 01/31/2022 | December 31 |
| December 8 | January 6 | January 7 | January 14 |
| January 7 | January 21 | January 24 | January 31  |
| January 22 | February 7 | February 8 | February 15 |
| February 5 | February 17 | February 18 | February 28  |
| February 18 | March 7 | March 8 | March 15 |
| March 8 | March 16 | March 17  | March 31 |
| March 17 | April 7 | April 8 | April 15 |
| April 8 | April 21 | April 22 | April 29  |
| April 22 | May 5 | May 6 | May 13 |
| May 6 | May 20 | May 23  | May 31  |
| May 21 | June 7 | June 8 | June 15 |
| June 8 | June 30(estimate thru 30th) | June 23 | June 30 |

Highlighted pay dates are for special activities. Please note **NO special activity November 30 or December 31.** **June 30 special activity is due June 23th but needs to be estimated thru June 30.**

Highlighted pay dates are special cut-off times due to holidays OR bank deadlines.

Highlighted pay dates are special time card cut-off dates due to the closing of the fiscal year.