

Staff Payroll Schedule

Monthly Staff

Month	Pay Period Begins	Pay Period Ends	Check Date	Document Receipt Date to Payroll*	Fiscal Year 2021 Sheet Period
Jul-20	7/1/20	7/31/20	7/31/20	7/17/20	1
Aug-20	8/1/20	8/31/20	8/31/20	8/17/20	2
Sep-20	9/1/20	9/30/20	9/30/20	9/16/20	3
Oct-20	10/1/20	10/31/20	10/30/20	10/16/20	4
Nov-20	11/1/20	11/30/20	11/30/20	11/12/20	5
Dec-20	12/1/20	12/31/20	12/31/20	12/10/20	6
Jan-21	1/1/21	1/31/21	1/29/21	1/15/21	7
Feb-21	2/1/21	2/28/21	2/26/21	2/12/21	8
Mar-21	3/1/21	3/31/21	3/31/21	3/17/21	9
Apr-21	4/1/21	4/30/21	4/30/21	4/16/21	10
May-21	5/1/21	5/31/21	5/28/21	5/14/21	11
Jun-21	6/1/21	6/30/21	6/30/21	6/16/21	12

Bi-Weekly Staff Time and Labor & Absence Management Schedule

Month	Pay Period Begins	Pay Period Ends	Check Date	Time and Labor & Absence Management Approval Due at 9 am	Time and Labor & Absence Management Reopens	Document Receipt Date to Payroll*	Fiscal Year 2021 Time Period
Jul-20	6/28/20	7/11/20	7/17/20	7/13/20	7/18/20	7/3/20	1
	7/12/20	7/25/20	7/31/20	7/27/20	8/1/20	7/17/20	2
Aug-20	7/26/20	8/8/20	8/14/20	8/10/20	8/15/20	7/31/20	3
	8/9/20	8/22/20	8/28/20	8/24/20	8/29/20	8/14/20	4

*1) Units must fully approve MSS
Hire/Transfer/Promotion Transactions at
least 10 business days prior to the
effective date of the transaction.
Additionally, New Hires must submit Hire
Packets at least 10 business days prior to
the Hire/Rehire Date.

2) Change in Funding Transactions must be fully
approved one business day prior to the Time &
Labor/Absence Management Lock Out deadline.