

FINANCE PAYROLL SCHEDULE

10 Month Employees 2021-2022



Pay Period	Days Paid In Paycheck	# Days in Pay Period	Absences to Be Reported	Pay Dates
1	August 9 – September 6	21		August 25 th
2	September 7 – October 5	21	August 9 – September 6	September 24 th
3	October 6 – November 3	21	September 7 – October 5	October 25 TH
4	November 4 – December 2	21	October 6 – November 3	November 23 RD
5	December 3 – December 31	21	November 4 – December 2	December 17 TH
6	January 3 – February 1	22	December 3 – December 31	January 25 th
7	February 2 – March 3	22	January 3 – February 1	February 25 th
8	March 4 – April 4	22	February 2 – March 3	March 25 th
9	April 5 – May 4	22	March 4 – April 4	April 25 TH
10	May 5 – June 3	22	April 5 – May 4	May 25 th
11	Escrow Pay		May 5 – June 3	June 17 th
12	Escrow Pay			July 25 th

- All time should be approved and submitted to Payroll by the **First Monday** following the end of each pay period.