

## FINANCE PAYROLL SCHEDULE

### Substitutes Calendar 2021-2022



Pay Period	Day's Paid in Pay Check	# Days in Pay Period	Pay Dates
1	August 9 – September 6	21	September 25 <sup>th</sup>
2	September 7 – October 5	21	October 25 <sup>TH</sup>
3	October 6 – November 3	21	November 23 <sup>RD</sup>
4	November 4 – December 2	21	December 17 <sup>TH</sup>
5	December 3 – December 31	21	January 25 <sup>th</sup>
6	January 1 – February 1	22	February 25 <sup>th</sup>
7	February 2 – March 3	22	March 25 <sup>th</sup>
8	March 4 – April 4	22	April 25 <sup>TH</sup>
9	April 5 – May 4	22	May 25 <sup>th</sup>
10	May 5 – June 3	22	June 17 <sup>th</sup>

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