

BUSINESS OFFICE

PAYROLL SCHEDULE

2020-2021

MONTH/ YEAR	PAYROLL CUTOFF	PAYDAY
JULY/20	07/16	07/30
AUG	08/18	08/31
SEPT	09/17	09/30
OCT	10/19	10/30
NOV	11/16	11/30
DEC	12/16	12/23
JAN/21	01/19	01/29
FEB	02/16	02/26
MAR	03/17	03/31
APR	04/16	04/30
MAY	05/17	05/28
JUNE	06/17	06/30

Submit time sheets/authorizations to Payroll Department before 4:30 p.m. on the cutoff date (or before) to ensure timely processing of pay. Documents should be submitted to the supervisor prior to the cutoff date for review and approval.