



**TO:** Principals, Office Managers and Administrative Assistants  
**FROM:** Susan R. Tucker, Director, Fiscal Services  
**RE:** 2021-2022 Individual Timesheet Deadlines  
**DATE:** August 4, 2021

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The 2021-22 school year payroll individual timelines have been set. The prior month's individual timesheets must be received in *payroll* no later than the 7<sup>th</sup> of the subsequent month as follows:

<b>Payroll Month</b>	<b>Due Date</b>
July 2021	August 6, 2021
August 2021	September 3, 2021
September 2021	October 7, 2021
October 2021	November 5, 2021
November 2021	December 7, 2021
<b><i>December 2021</i></b>	<b><i>December 17, 2021</i></b>
January 2022	February 7, 2022
February 2022	March 7, 2022
March 2022	April 7, 2022
April 2022	May 6, 2022
<b><i>May 2022</i></b>	<b><i>May 31, 2022</i></b>
<b><i>June 2022</i></b>	<b><i>May 31, 2022</i></b>

Timesheets received after the specified dates will not be paid until the end of the following month.

Please notify your staff to submit their timesheets to your office based on your timeline to review, sign and send to *payroll* by the above dates. Once reviewed and signed, please send only the top copy.

Certificated and Classified employee long timesheets are due to payroll by the 2<sup>nd</sup> day of the following month for leave posting (i.e. sick, vacation, etc.).

Thank you for your understanding and cooperation.

**CC:** Cabinet  
Instructional Directors  
Operational Directors