



## 2020-2021 Payroll Calendar

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Monthly Payroll Dates

*There may be exceptions to these dates*

- |                       |                      |
|-----------------------|----------------------|
| 1) August 26, 2020    | 7) February 26, 2021 |
| 2) September 25, 2020 | 8) March 26, 2021    |
| 3) October 26, 2020   | 9) April 26, 2021    |
| 4) November 20, 2020  | 10) May 26, 2021     |
| 5) December 18, 2020  | 11) June 25, 2021    |
| 6) January 26, 2021   | 12) July 26, 2021    |

### Leave Time/Substitute Pay Cut Off Dates

*Substitutes are paid on Monthly Payroll Dates*

- |                             |                              |
|-----------------------------|------------------------------|
| 1) <b>07/01/20-08/10/20</b> | 7) 01/11/21-02/10/21         |
| 2) 08/11/20-09/10/20        | 8) 02/11/21-03/10/21         |
| 3) 09/11/20-10/10/20        | 9) 03/11/21-04/10/21         |
| 4) 10/11/20-11/10/20        | 10) 04/11/21-05/10/21        |
| 5) 11/11/20-12/10/20        | 11) 05/11/21-06/10/21        |
| 6) 12/11/20-01/10/21        | 12) <b>06/11/21-06/30/21</b> |

### Stipend Payment Due Dates Schedule

*Payroll must receive completed and approved stipend time sheets by the dates shown to be paid that month*

- |               |                     |
|---------------|---------------------|
| 1) 8/17/2020  | 7) 2/16/2021        |
| 2) 9/15/2020  | 8) 3/15/2021        |
| 3) 10/14/2020 | 9) 4/15/2021        |
| 4) 11/12/2020 | 10) 5/17/2021       |
| 5) 12/11/2020 | 11) 6/15/2021       |
| 6) 1/15/2021  | 12) <b>7/1/2021</b> |

### Download Leave & Substitute Data

*(will begin at 8:00 am on the dates shown below)*

*\*Secretaries: Should you miss cut-off time-you must notify payroll.\**

- |                       |                         |
|-----------------------|-------------------------|
| 1) August 18, 2020    | 7) February 16, 2021    |
| 2) September 16, 2020 | 8) March 15, 2021       |
| 3) October 14, 2020   | 9) April 15, 2021       |
| 4) November 12, 2020  | 10) May 18, 2021        |
| 5) December 11, 2020  | 11) June 15, 2021       |
| 6) January 15, 2021   | 12) <b>July 6, 2021</b> |

### Contact Information:

*email is the preferred form of communication*

Michelle Rackley, Payroll <a href="mailto:mrackley@centralcss.org">mrackley@centralcss.org</a> Direct Line 650-2904
<b>Donnis Boyd</b> , Benefits/Insurance Specialist <a href="mailto:dboyd@centralcss.org">dboyd@centralcss.org</a> Direct Line 650-2914
<b>Marilyn Rogers</b> , Accountant (Expense reimbursements) <a href="mailto:mrogers@centralcss.org">mrogers@centralcss.org</a> Phone 262-1919 ext. 756
Barbra Guyon, Chief Financial Officer <a href="mailto:bguyon@centralcss.org">bguyon@centralcss.org</a> Direct Line 650-2907

Travel/Mileage/Expense reimbursement requests to be turned in to Business Dept by the 5th of the month following travel & will be direct deposited on or around the 15th. See Marilyn Rogers.

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			