



PAYROLL SCHEDULE 2021

This Payroll Schedule is published pursuant to Labor Code 207

The district is considered a monthly remitter by the Internal Revenue Service. As such, earnings must be reported during the period in which they are earned. Employees must promptly turn in timecards to the Timekeeper, who must enter time daily whenever possible and avoid waiting until the deadline date to enter hours, absences and leave. The Payroll Department appreciates your support.

PAY DAY	ON/OFF CYCLE	EARNINGS & TIMEKEEPER DEADLINES
January 8, 2021	OFF	All hourly earnings to be reported by 12:00 PM, January 4, 2021
January 29, 2021	ON	Monthly salaried earnings for January 1-31, 2021, plus all hourly earnings to be reported by 5:00 PM, January 19, 2021
February 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, February 1, 2021
February 26, 2021	ON	Monthly salaried earnings for February 1-28, 2021, plus all hourly earnings to be reported by 5:00 PM, February 16, 2021
March 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, March 1, 2021
March 31, 2021	ON	Monthly salaried earnings for March 1-31, 2021, plus all hourly earnings to be reported by 5:00 PM, March 16, 2021
April 9, 2021	OFF	All hourly earnings to be reported by 5:00 PM, April 1, 2021
April 30, 2021	ON	Monthly salaried earnings for April 1-30, 2021, plus all hourly earnings to be reported by 5:00 PM, April 16, 2021
May 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, May 3, 2021
May 28, 2021	ON	Monthly salaried earnings for May 1-31, 2021, plus all hourly earnings to be reported by 5:00 PM, May 17, 2021
June 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, June 1, 2021
June 30, 2021	ON	Monthly salaried earnings for June 1-30, 2021, plus all hourly earnings to be reported by 5:00 PM, June 16, 2021
July 9, 2021	OFF	All hourly earnings to be reported by 5:00 PM, July 1, 2021
July 30, 2021	ON	Monthly salaried earnings for July 1-31, 2021, plus all hourly earnings to be reported by 5:00 PM, July 16, 2021
August 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, August 2, 2021
August 31, 2021	ON	Monthly salaried earnings for August 1-31, 2021, plus all hourly earnings to be reported by 5:00 PM, August 16, 2021
September 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, September 1, 2021
September 30, 2021	ON	Monthly salaried earnings for September 1-30, 2021, plus all hourly earnings to be reported by 5:00 PM, September 16, 2021
October 8, 2021	OFF	All hourly earnings to be reported by 5:00 PM, October 1, 2021
October 29, 2021	ON	Monthly salaried earnings for October 1-31, 2021, plus all hourly earnings to be reported by 5:00 PM, October 18, 2021
November 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, November 1, 2021
November 30, 2021	ON	Monthly salaried earnings for November 1-30, 2021, plus all hourly earnings to be reported by 5:00 PM, November 16, 2021
December 10, 2021	OFF	All hourly earnings to be reported by 5:00 PM, December 1, 2021
December 29, 2021	ON	Monthly salaried earnings for December 1-31, 2021, plus all hourly earnings to be reported by 5:00 PM, December 16, 2021