

# MEMORANDUM

**TO:** District #155  
**10 & 11 Month Non-Certified Employees & Substitute Teachers**

**FROM:** Dr. Joseph H. Zotto, Superintendent

**DATE:** July 1, 2021

**RE:** 2021-22 Payroll Schedule

**PLEASE NOTE:** The following schedule is used to determine pay dates for substitutes & all 10, 11 & 12 month non-certified employees who are required to submit timesheets.

<u>PAY DATES</u>	<u>PAY PERIODS</u>	<u>CUTOFF DATES</u>
07/09/21	THUR 06/17/21 thru WED 06/30/21	WED 06/30/21
07/23/21	THUR 07/01/21 thru WED 07/14/21	WED 07/14/21
08/06/21	THUR 07/15/21 thru WED 07/28/21	WED 07/28/21
08/20/21	THUR 07/29/21 thru WED 08/11/21	WED 08/11/21
09/03/21	THUR 08/12/21 thru WED 08/25/21	WED 08/25/21
09/17/21	THUR 08/26/21 thru WED 09/08/21	WED 09/08/21
10/01/21	THUR 09/09/21 thru WED 09/22/21	WED 09/22/21
10/15/21	THUR 09/23/21 thru WED 10/06/21	WED 10/06/21
10/29/21	THUR 10/07/21 thru WED 10/20/21	WED 10/20/21
11/12/21	THUR 10/21/21 thru WED 11/03/21	WED 11/03/21
11/23/21	THUR 11/04/21 thru WED 11/17/21	WED 11/17/21
12/10/21	THUR 11/18/21 thru WED 12/01/21	WED 12/01/21
12/24/21	THUR 12/02/21 thru WED 12/15/21	WED 12/15/21
01/07/22	THUR 12/16/21 thru WED 12/29/21	WED 12/29/21
01/21/22	THUR 12/30/21 thru WED 01/12/22	WED 01/12/22
02/04/22	THUR 01/13/22 thru WED 01/26/22	WED 01/26/22
02/18/22	THUR 01/27/22 thru WED 02/09/22	WED 02/09/22
03/04/22	THUR 02/10/22 thru WED 02/23/22	WED 02/23/22
03/18/22	THUR 02/24/22 thru WED 03/09/22	WED 03/09/22
04/01/22	THUR 03/10/22 thru WED 03/23/22	WED 03/23/22
04/14/22	THUR 03/24/22 thru WED 04/06/22	WED 04/06/22
04/29/22	THUR 04/07/22 thru WED 04/20/22	WED 04/20/22
05/13/22	THUR 04/21/22 thru WED 05/04/22	WED 05/04/22
05/27/22	THUR 05/05/22 thru WED 05/18/22	WED 05/18/22
06/10/22	THUR 05/19/22 thru WED 06/01/22	WED 06/01/22
06/24/22	THUR 06/02/22 thru WED 06/15/22	WED 06/15/22
07/08/22	THUR 06/16/22 thru WED 06/29/22	WED 06/29/22

The pay-period week is Thursday through Wednesday. **All time sheets need to be turned into the Business Office on Thursday Morning (NO EXCEPTIONS) following the cutoff date.** Thank you for your anticipated cooperation on this very important item!