

# Biweekly Payroll

## FY 2021-2022

**Note:** These deadlines are for forms due to the accounting department. If you are completing forms that require the personnel director's signature, please allow sufficient time for the personnel department to process these forms and forward to accounting.

Two week pay period covered Sunday-Saturday	Changes & time sheets due to accounting office	To be effective on pay day	Deduct insurance for month of	Days since last pay day
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22. May 30-June 12	..... Monday, June 14	..... Friday, June 25	.....	..... 14
23. June 13-26	..... Monday, June 28	..... Friday, July 9	..... July	..... 14
24. June 27-July 10	..... Monday, July 12	..... Friday, July 23	.....	..... 14
25. July 11-24	..... Monday, July 26	..... Friday, Aug. 6	..... August	..... 14
26. July 25-Aug. 7	..... Monday, Aug.9	..... Friday, Aug.20	.....	..... 14

**First check of new year for nine month employees**

1. Aug. 8 - 21	..... Monday, Aug.23	..... Friday, Sept.3	..... September	..... 14
2. Aug. 22-Sept. 4	..... Tuesday, Sept.7	..... Friday, Sept.17	.....	..... 14
3. Sept. 5-18	..... Monday, Sept.20	..... Friday, Oct. 1	..... October	..... 14
4. Sept. 19-Oct. 2	..... Monday, Oct.4	..... Friday, Oct. 15	.....	..... 14
5. Oct. 3-16	..... Monday, Oct.18	..... Friday, Oct. 29	..... November	..... 14
6. Oct. 17-30	..... Monday, Nov.1	..... Friday, Nov.12	.....	..... 14
7. Oct. 31-Nov 13	..... Monday, Nov.15	..... Friday, Nov.26	..... December	..... 14
8. Nov. 14-27	..... Monday, Nov. 29	..... Friday, Dec.10	.....	..... 14
9. Nov. 28-Dec.11	..... Monday, Dec.13	..... Thursday, Dec 23	..... January	..... 13
10. Dec. 12-25	..... Tuesday, Dec 21	..... Friday, Jan.7	.....	..... 15
11. Dec.26-Jan 8	..... Monday, Jan.10	..... Friday, Jan.21	.....	..... 14
12. Jan. 9-22	..... Monday, Jan. 24	..... Friday, Feb.4	..... February	..... 14
13. Jan.23-Feb. 5	..... Monday, Feb.7	..... Friday, Feb.18	.....	..... 14
14. Feb. 6-19	..... Monday, Feb. 21	..... Friday, Mar.4	..... March	..... 14
15. Feb. 20-March 5	..... Monday, March 7	..... Friday, Mar.18	.....	..... 14
16. March 6-19	..... Monday, March 21	..... Friday, April 1	..... April	..... 14
17. Mar. 20-April 2	..... Monday, April 4	..... Friday, April 15	.....	..... 14
18. April 3-16	..... Thursday, April 14	..... Friday, April 29	.....	..... 14
19. Apr. 17-30	..... Monday, May 2	..... Friday, May 13	..... May	..... 14
20. May 1-14	..... Monday, May 16	..... Friday, May 27	.....	..... 14
21. May 15-28	..... Tuesday, May 31	..... Friday, June 10	..... June	..... 14
22. May 29- June 11	..... Monday, June 13	..... Friday, June 24	.....	..... 14
23. June 12-25	..... Monday, June 27	..... Friday, July 8	..... July	..... 14
24. Jun 26-July 9	..... Monday, July 11	..... Friday, July 22	.....	..... 14
25. July 10-23	..... Monday, July 25	..... Friday, Aug. 5	..... August	..... 14
26. July 24-Aug. 6	..... Monday, Aug. 8	..... Friday, Aug.19	.....	..... 14