

## 2020-2021 Melissa Schools Monthly Payroll Schedule



The Timesheet Periods below are used for Supplemental, Temporary/Substitute and non-annualized Hourly Worker Pay and the processing of leave. Salary for annualized employees is paid in equal payments over 12 months beginning the first month of their scheduled contract (September for 10-month employees, August for 11-month employees and July for 12-month employees).

<u>Timesheet Period</u>	<u>Weeks</u>	<u>Timesheet Due Date</u>	<u>Pay Date</u>
8/1/2020-8/28/2020	4	August 31, 2020	September 18, 2020
8/29/2020-9/25/2020	4	September 28, 2020	October 20, 2020
9/26/2020-10/30/2020	5	November 2, 2020	November 20, 2020
10/31/2020-11/27/2020	4	November 30, 2020	December 18, 2020
11/28/2020-1/1/2021	5	January 4, 2021	January 20, 2021
1/2/2021-1/29/2021	4	February 1, 2021	February 19, 2021
1/30/2021-2/26/2021	4	March 1, 2021	March 19, 2021
2/27/2021-4/2/2021	5	April 5, 2021	April 20, 2021
4/3/2021-4/30/2021	4	May 3, 2021	May 20, 2021
5/1/2021-5/28/2021	4	June 1, 2021	June 18, 2021
5/29/2021-6/25/2021	4	July 5, 2021	July 20, 2021
6/26/2021-7/30/2021	5	August 2, 2021	August 20, 2021

**All Supplemental Pay Time Sheets must be IN THE PAYROLL OFFICE by the due date above to be included in that month's payroll. All dates are subject to change.**