

TO: All Administrative Personnel

FROM: Tracy Farrales

DATE: June 1, 2021

RE: Payroll Schedule

The Business Office has established the following payroll schedule for the 2021-2022 year. Please record these dates on your calendar.

PAY PERIOD	PAY DAY
June 27 – July 10	July 16
July 11 – July 24	July 30
July 25 – August 7	August 13
August 8 – August 21	August 27
August 22 – September 4	September 10
September 5 – September 18	September 24
September 19 – October 2	October 8
October 3 – October 16	October 22
October 17 – October 30	November 5
October 31 – November 13	November 19
November 14 – November 27	December 3
November 28 – December 11	December 17
December 12 – December 25	December 31
December 26 – January 8	January 14
January 9 – January 22	January 28
January 23 – February 5	February 11
February 6 – February 19	February 25
February 20 – March 5	March 11
March 6 – March 19	March 25
March 20 – April 2	April 8
April 3 – April 16	April 22
April 17 – April 30	May 6
May 1 – May 14	May 20
May 15 – May 28	June 3
May 29 – June 11	June 17
June 12 – June 25	July 1

If you have any questions regarding this schedule, please contact me at extension 2124.